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Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Chas. W. Wrenn

(Signature)

Director

(Title)

1/28/47

(Date)

Earl Warren
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
January 9, 1947

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Hon. Frank M. Jordan
Secretary of State
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IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

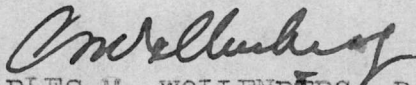
Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 100

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
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SAN FRANCISCO OFFICE
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995 MARKET STREET

CHARLES M. HOLLENBERG
DIRECTOR

Sacramento 14
January 10, 1947

FILED

In the office of the Secretary of State
of the State of California

JAN 10 1947

FRANK M. JORDAN, Secretary of State

By Charles F. King
Deputy

1297

MANUAL LETTER NO. 100

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Amount of Grant	Revisions 47 thru 60
Relatives	Revision 33
Classification	Revisions 27 thru 36
Investigation & Decision	Revision 143
Special Services	Revision 26
Financial Procedures	Revisions 204 thru 229

Secs. 155-05, 155-15, 155-20, 155-25 and 155-30 relating to OAS have been revised to conform to the increase in maximum grant resulting from increased federal participation, and to include new budget figures. This material had previously been issued in bulletin form. Bulletins 284 and 274 are now obsolete.

Sec. 155-30 has been changed to conform to Sec. 155-50 by the deletion of a telephone as a basic continuing need in OAS.

Secs. 155-15 and 156-25 contain an important new requirement for recording discussion of total need with applicants and recipients in OAS and AMB.

Sec. 193-15 has been rewritten and rearranged for clarity and a change in policy has been made regarding children receiving foster care. In such cases the father's maintenance of a home is no longer considered in establishing eligibility.

Sec. 172-00 modifies the verification to establish that OAS applicants are not receiving contributions from responsible relatives.

Sec. 628-15 is a new section which requires that Notices of Change and applications shall be accompanied by transmittals.

The material in Secs. 191-10, 192-00 and 193-20 has been rewritten and rearranged for clarity. An addition has been made to Secs. 192-00 and 235-35 providing that when the adoption of a child has been revoked such child is considered a whole orphan.

The revision in Sec. 455-70 calls attention to the fact that OASI benefits paid at the beginning of a month are benefits for the previous month.

Secs. 626-50 thru 673-25 contain revisions due to October 1, 1946, changes effecting participation in grants, county institutional claims, time recording, adjustments, etc. This material was previously issued in bulletin form. Bulletins 284, 288, 291 and ~~295~~ are now obsolete.

155-15 METHOD OF DETERMINING THE AMOUNT OF GRANT IN OAS
OAS

155-15

The applicant or recipient who has no net income from any source shall be granted \$55 a month, the amount provided by law to meet the minimum need of the individual. Likewise a grant of \$55 a month shall be made when the only income received is:

Casual Income (see Secs. 150-40, Definition of Casual Income and Inconsequential Resources; 150-50, Types of Casual Income; and 150-60, Recording of Casual Income and Inconsequential Resources).

If the applicant or recipient has income other than casual income or non-deductible agricultural income, the net income must be taken into consideration in determining the grant. The amount of net income shall be ascertained in accord with the Income Chapter. Non-deductible agricultural income under the provisions of Sec. 151-95, Income from Agricultural Labor or non-deductible income from nursing service. (See Sec. 151-93, Definition of Agricultural Labor.)

The net income is subtracted from \$55 (see Sec. 155-20, Statutory Maximum (\$55) Less Income), the minimum need of the individual, unless the need is in excess of \$55, in which case the income is subtracted from that amount which represents the total need. In those instances where there is income the record shall show that total needs were discussed with the recipient and how the total need was determined, i.e., the recipient's needs as reported by him shall be recorded together with the amounts required to meet them; also any special needs reported by him and the consideration given to them shall be recorded. If the recipient does not wish to have his special or budgetary needs considered the record shall show that the possibility of doing so was presented to him and was rejected by him. If the determination of the grant on the basis of need in excess of \$55 would appear to be to the recipient's benefit, but he rejects this plan, that fact shall be recorded. In no case, however, may the grant exceed \$55.

There are two ways of establishing that the need is more than \$55.

1. The cost of special items of need may be added to the \$55 statutory maximum. (See Sec. 155-30, Total Need - Statutory Maximum (\$55) Plus Special Needs.)

or

2. The amount required to meet the continuing basic needs of the individual together with the cost of any special items of need may be determined by computing a budget of the individual's requirements. (See Sec. 155-25, TOTAL NEED -- DETERMINATION BY BUDGET.)

No monetary limit has been placed upon the extent that need may be in excess of \$55. (W&IC 2020, 2020.05, 2140; U.S. Pub L 45)

155-05 PROVISIONS OF W&IC REGARDING DETERMINATION
OF AMOUNT OF GRANT IN OAS
OAS

155-05

The amount of aid to which any applicant shall be entitled shall be when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, fifty-five dollars (\$55) per month. When the actual need of an applicant exceeds fifty-five dollars (\$55) per month, such applicant shall be entitled to receive aid in an amount (not to exceed fifty-five dollars (\$55) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need. (W&IC 2020)

When amendments to the Federal statutes or rules and regulations of the FSS-Administration permit, income or resources of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 2020.05)

If, when, and during such times as the United States Government increases its contributions in assistance of the aged in this state, the amount of the grant of aid provided for in this article shall be increased by an amount equal to such increase by the United States Government, but in no event shall the total aid granted exceed sixty dollars (\$60) per month. (W&IC 2025)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every aged person the maximum amount of aid to which he is entitled. (W&IC 2142.5)

No rule or regulation shall be adopted or continued in force if it results in discrimination against practitioners of any type of therapy, treatment by prayer or spiritual means, or other treatment recognized as a branch of the healing arts in favor of the practitioners of any other branch of the healing arts. (W&IC 2140)

155-20 (Continued)

155-20

3. Income which represents both fixed and adjustable income.

Example D: A recipient whose need does not exceed \$55 is furnished free utilities by his daughter which are estimated at approximately \$4.35. In addition he receives OASI in the amount of \$21.85. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26. Aid is then granted in the amount of \$29 (\$55 minus \$26).

When reporting income on the Certificate of Verification of Eligibility Form Ag 201, or on the Notice of Change (Form Ag 232), the adjusted amount of income that was used in determining the grant should be reported. (See Secs. 237-10, Instructions for Certificate of Eligibility, and 362-05, Instructions for Recording on Notice of Change, Section I.) (W&IC 2:40)

155-25 TOTAL NEED - DETERMINATION BY BUDGET
OAS

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The individual's budget is one way of establishing total need when it is in excess of \$55 a month. (See Sec. 155-30, Total Need - Statutory Maximum (\$55) Plus Special Needs, for another way of determining that total need is in excess of \$55.) When a budget of the individual's requirements shows that his need is in excess of \$55 a month the grant is determined by subtracting the income, other than casual income and non-deductible income from agricultural employment or nursing service, from the total need as established by the budget, except that in no event may the grant exceed \$55. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) When the difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income (other than casual income and non-deductible income from agricultural employment or nursing service) shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar.

Example: Total need as determined by the recipient's budget is \$63.80. He has OASI income of \$15.37 per month. The difference is \$48.43. Aid is granted in this amount or in the amount of \$49, the next higher whole dollar.

Any applicant or recipient who would benefit by having his net income deducted from his total need as established by a budget of his requirements may

(Section Continued on Next Page)

155-20 THE STATUTORY MAXIMUM (\$55) LESS INCOME
OAS

155-20

The law establishes \$55 as the minimum need of the individual. When total need of the individual has not been established to be in excess of this amount, the income which must be considered in determining the grant shall be subtracted from \$55. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) The amount of the grant so determined shall be such that when added to the income it equals exactly \$55. (W&IC 2020)

The advantages of making grants in whole dollars is recognized, and this is sometimes possible. However, income which is received in a specified known amount, i.e., fixed income, shall be deducted in its exact amount.

Example A: A recipient whose need does not exceed \$55 is receiving OASI in the amount of \$21.19 each month. This is his only income. The income is subtracted from \$55 and aid is granted in the amount of \$33.81 (\$55 minus \$21.19).

Certain other types of income may be adjusted to make the grant of aid in a whole dollar amount. The following types of income may be adjusted:

1. Regular income which is estimated, as in the case of value of a contribution in kind, such as free rent, free board and room, etc.

Example B: A daughter, in whose home an OAS recipient lives, contributes the recipient's share of the utilities. This is estimated to average about \$3.25 per month. This estimate may be reduced to \$3, resulting in a grant of \$52 (\$55 minus \$3).

2. Irregular income of such a nature that consideration of the income received in the past is the only possible way of estimating the amount that the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period reduced to the nearest whole dollar may be deducted in determining the grant.

Example C: A recipient regularly engages in the repairing of lawn mowers and his exact income from month to month can not be foretold. Income over the past three months has been as follows: June earnings, \$9.50; July earnings, \$12.75; August earnings, \$9.90; total earnings, \$32.15 or a monthly average of \$10.71. Therefore, \$10 is determined to be the recipient's average monthly income, and the grant is \$45 (\$55 minus \$10).

(Section Continued on Next Page)

155-25 (Continued)

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budget schedule. When the facts in the individual case establish that the need (not the want) of the recipient requires a larger amount than that shown in the Budget Schedule, the increased amount so determined may be included in the budget. (See "Explanation of Items of Need in Budget Schedule" in this section.)

Only those items which represent the need of the individual recipient shall be included in his budget. For example, if the recipient has no expense for garbage removal, this item would be omitted from his budget. The Budget Schedule does not include a specific figure for special items of need. Any special items of need on the part of the individual would be included under "Special Needs" in his budget. These would fall largely in the category of special needs as set forth in Sec. 155-50, Definition and Determination of Special Needs in OAS. (W&IC 2021, 2140)

EXPLANATION OF ITEMS OF NEED IN BUDGET SCHEDULE:

1. Food

The smaller amount shown in the Budget Schedule represents the food allowance when the recipient has his meals at home, either alone or with a household group. The larger amount represents the food allowance when all meals are purchased in restaurants. If a physician has recommended a special diet and the cost is determined to be in excess of the amount allowed for food in the Budget Schedule, the excess is considered a "Special Need". (See Sec. 155-50, for information regarding special diets.)

When a recipient pays a stipulated amount for board, or pays for board and room, the amount of this item of need is the amount as paid.

2. Housing

A specific amount for the housing item is not set. Allowance is made on the basis of the recipient's living arrangement.

- (a) If the recipient pays rent, his housing need is the amount paid for rent. If two or more persons share the same quarters, the recipient's prorated share is his housing need.
- (b) If the recipient receives free rent, the estimated value of such free housing, as determined by the county, represents the amount of housing need. While due regard may be given to the actual value of such housing, the evaluation shall take into consideration the worth of the housing to one who has only limited funds available for his needs.

(Section Continued on Next Page)

155-25 (Continued)

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request that his grant be figured accordingly, and any necessary adjustment in the grant shall be made as soon as administratively possible. Responsibility rests upon the county to inform the recipient of the possible advantages accruing to him should he elect to have his income applied to total need as determined by his budget.

When figuring the total need of an individual according to his requirements, due regard shall be given to the Budget Schedule as adopted by the SSWB.

BUDGET SCHEDULE

The current Budget Schedule as adopted by the Social Welfare Board is as follows:

Food	\$23.20	(Increase 75 % to \$40.60 if all meals are purchased in restaurants.)
Housing, as paid, for example	20.00	
Utilities, as paid, or the following minima		
Electricity	1.20	
Gas	1.85	
Water	1.40	
Garbage	.50	
Other, for example, heat	3.15	
Household operations	4.10	
Clothing	6.40	
Incidentals and personal needs	10.00	
Transportation	3.00	
Special Needs, such as medical care, etc., in the amount of actual cost. (See Sec. 155-50, Definition and Determination of Special Needs in OAS, for description of common special needs.)		
Total	\$74.80	

The Budget Schedule is reviewed semi-annually, and revised when necessary. The schedule shall be used in each county. The amounts allowed for the various items for which a specific figure is set are based on an average of pricings throughout the state. They are mandatory unless different amounts have been determined on the basis of a pricing plan approved by the SDSW, except that the amounts for utilities may be those as paid, or the amounts set forth in the

(Section Continued on Next Page)

155-25 (Continued)

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5. Clothing

This covers minimum need for purchase of new clothing and for clothing renovation. If the clothing needs of the individual require a greater amount than shown in the Budget Schedule, additional need, if established as provided in Sec. 155-50, may be included as a special item of need.

6. Incidentals - Personal Needs

This item includes a wide variety of expenditures, as determined by the individual's personal habits and needs; for instance, hair cuts, toothbrushes and dentrifice, home medicine cabinet supplies, insurance, recreation, newspaper, community activities etc. The amount shown in the Budget Schedule shall be included as the need of each recipient.

7. Transportation

This is for ordinary transportation needs. There may be occasions in which the actual need (not the want) of the recipient requires a greater amount, and when this is established the amount required is allowed.

There may be recipients who, because of their physical condition, have little use for transportation as such, but in lieu thereof require extra messenger and delivery service. In the rare case in which there is no need for transportation or for services in lieu thereof this item is omitted.

8. Special Needs

In addition to the items specifically set forth in the Budget Schedule, there may be other requirements of the individual such as those indicated in Sec. 155-50, i.e., medical care, dentures, etc. (W&IC 2140)

(Section Continued on Next Page)

155-25 (Continued)

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- (c) If the recipient lives in a home which he owns or in which he has an interest, the item of "Housing" is the sum of the costs of ownership and the net value of occupancy, if any, as determined under Sec. 152-10, Occupancy Value of Homes Owned By Recipients. In addition to the expenses of ownership which include taxes, insurance, assessments, and required encumbrance payments, an allowance of \$2 a month shall be made to cover the average cost of minor repair and upkeep. (The expense of occasional repair which is not met through the normal upkeep allowance and which is necessary to provide safe, healthful housing or to minimize deterioration, should be included as a separate special item of need. (See Sec. 155-50.)

When the recipient has an interest in the home with other persons, the value of occupancy plus his prorated share of the expenses of ownership represents his housing need, i.e., if the home is owned jointly with the wife, one-half of the expenses of ownership plus occupancy value, if any, is the housing need; if owned jointly by three persons, the recipient's housing need is one-third of the expenses of ownership plus the occupancy value, if any.

3. Utilities

Those utilities or services actually used by the individual represent his need. The amount allowed for the individual utility item may be as paid or the amount set forth on the Budget Schedule. If there is need for wood, coal, oil, garbage service, etc., the average cost of the particular item represents the need. When there are two or more members of the household, and the recipient reports that he pays only his prorated share, the amount as paid is the need.

4. Household Operations

This includes cleaning supplies, replacement of ordinary household supplies and equipment, etc., and the amount shown in the Budget Schedule represents the minimum need for every individual unless his living plan is such that he has no responsibility for providing these items as is the case of one who pays board and room. There may occasionally be special needs in connection with household operations, and when the minimum amount as shown in the Budget Schedule is inadequate, the need for special items may be included as a special need. (See Sec. 155-50.)

(Section Continued on Next Page)

155-25 (Continued)

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Example C: A couple, each receiving OAS, live in their own encumbered home assessed at \$1000. Taxes average \$6 a month, required monthly payments on the total encumbrance are \$12. Upkeep is \$2 a month. The couple state their monthly utility needs are, electricity \$2.60, gas \$3.50, water \$1.50. The husband receives \$20 a month veteran's pension. Necessary medical care for the wife costs \$5 a month. The budget for the husband is as follows:

<u>Total Need</u>		<u>Income</u>	
Food	\$23.20	Net value of occupancy	None
Housing		Veteran's pension after	
Taxes	\$ 6.00	allowing $\frac{1}{2}$ for wife	\$10.00
Encumbrance	12.00		\$10.00
Upkeep	2.00	* * * *	
$\frac{1}{2}$ of	\$20.00		
Net value of occupancy*	None	Total need	\$60.50
Utilities**		Total income	10.00
Elec.	\$ 2.60	Budget deficiency	\$50.50
Gas	3.50		
Water	1.50		
$\frac{1}{2}$ of	\$ 7.60	Grant \$50.50 or \$51.00	
Household operations	4.10		
Clothing	6.40		
Incidentals	10.00		
Transportation	3.00		
	\$60.50		

*To arrive at net value of occupancy (SEE SEC. 152-10, OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENT) deduct from the table value the recipient's share of the encumbrance payment. In this case the recipient's share of the encumbrance payment eliminates value of occupancy.

**The prorated share of utilities is allowed for each of the couple in computing his total need and each recipient fills in the affidavit at the bottom of the Budget Work Sheet (Form Ag 241) as to the amount of his share of the utilities for the household. (SEE SEC. 155-26, FORM AG 241, BUDGET WORK SHEET, AND INSTRUCTIONS FOR USE.)

The need of the wife is the same as that of her husband except that she has an additional need of \$5 per month for medical care. Therefore, her total need is \$60.50 plus \$5 or \$65.50, and her grant is determined as follows:

<u>Total Need</u>		<u>Income</u>	
\$65.50		Net value of occupancy	None
		$\frac{1}{2}$ of Veteran's pension	
		received by husband	\$10.00
		* * * *	
		Total need	\$65.50
		Total income	10.00
		Budget deficiency	\$55.50
		Grant \$55.00	

(Section Continued on Next Page)

155-25 (Continued)

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EXAMPLES OF DETERMINATION OF GRANT BY MEANS OF BUDGET SCHEDULE:

Example A: A single recipient living alone pays rent of \$20 a month. Rent includes water and garbage removal but does not include other utilities. Gas for cooking costs on an average of \$2.35 per month. The recipient has to buy wood for heating at an average cost of \$3.25 a month. He has no special needs. His only income is \$10 a month contribution from a son.

<u>Total Need</u>		<u>Income</u>	
Food	\$23.20	Contribution from son	\$10.00
Rent (including water)	20.00		
		* * * *	
Electricity	1.20		
Gas	2.35	Total need	\$73.50
Wood for heating	3.25	Total income	10.00
Household operations	4.10	Budget deficiency	\$63.50
Clothing	6.40		
Incidentals	10.00	Grant	\$55.00
Transportation	3.00		
	<u>\$73.50</u>		

Example B: A single recipient lives in his own home, assessed value \$800. Taxes average \$3 per month, and a street assessment, required payments on which average \$1.05 per month, represents the only encumbrance. Upkeep is \$2 per month. He has no special needs. He receives CASI in the amount of \$10 per month.

<u>Total Need</u>		<u>Income</u>	
Food	\$23.20	Net value of	
Housing		occupancy	\$ 2.95 (\$4 less \$1.05)
Taxes	3.00	CASI	10.00
Assessment	1.05		<u>\$12.95</u>
Upkeep	2.00		
Net value of occupancy	2.95	* * * *	
Electricity	1.20		
Gas	1.85	Total need	\$60.15
Water	1.40	Total income	<u>12.95</u>
Household operations	4.10	Budget	
Clothing	6.40	deficiency	\$47.20
Incidentals	10.00		
Transportation	3.00	Grant	\$47.20
	<u>\$60.15</u>	or	\$48.00

(Section Continued on Next Page)

155-25 (Continued)

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<u>Total Need</u>		<u>Income</u>	
Food	\$23.20	Net value of occupancy	None
Housing*		Contribution from son	\$10.00
Net value of occupancy**	None	$\frac{1}{2}$ Net from rental***	4.91
Taxes	\$ 4.50		<u>\$14.91</u>
Encumbrance	9.00	Total need	\$57.85
Upkeep	2.00	Total income	<u>\$14.91</u>
$\frac{1}{2}$ of	<u>\$15.50</u>	Budget deficiency	<u>\$42.94</u>
Utilities			
Electricity	5.30	Grant \$42.94 or \$43.00	
Water ($\frac{3}{8}$ x \$4.00)	<u>1.50</u>		
$\frac{1}{2}$ of	\$ 6.80		
Household operations	4.10		
Clothing	6.40		
Incidentals and personal needs	10.00		
Transportation	3.00		
	<u>\$57.85</u>		

*Since there are five rooms in the front house and three in the rear cottage the expenses of ownership on the property occupied is based on $\frac{3}{8}$ of the taxes, encumbrances, etc.

**Value of occupancy of rear cottage is based on the occupancy table for $\frac{3}{8}$ of the total assessed value of the whole property (Sec. 152-10) less each spouse's share of $\frac{3}{8}$ of the required encumbrance payment.

***From the \$40 rental deduct $\frac{5}{8}$ of the taxes, $\frac{5}{8}$ of the interest (no deduction for principal payment), upkeep (determined according to formula, see Sec. 152-00), and $\frac{5}{8}$ of the water bill which the couple pay for the total property. Since the income property is community property, each spouse has one-half of the net income.

Example F: A recipient in feeble physical condition pays \$45 per month board and room in a rest home, where all services are provided. He is unable to leave the house, and has no need of transportation. He has income of \$21 per month from OASI benefits.

<u>Total Need</u>		<u>Income</u>	
Board and room	\$45.00	OASI	\$21.00
Clothing	6.40		
Incidentals	<u>10.00</u>	* * * *	
	\$61.40	Total need	\$61.40
		Total income	<u>21.00</u>
		Budget deficiency	<u>\$40.40</u>
		Grant \$40.40 or \$41.00	

155-25 (Continued)

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Example D: A single recipient earns \$15.00 and in addition receives free rent and utilities in a rear cottage owned by a sister. The county has determined the value of free rent and utilities to be \$14 a month. There is no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months. He also requires regular medical care which costs \$5.50 a month.

Total Need		Income	
Food	\$23.20	Value of free rent and	
Rent and Utilities	14.00	utilities	\$14.00
Household operations	4.10	Earnings	15.00
Clothing	6.40	Total income	\$29.00
Incidentals	10.00	* * * *	
Transportation	3.00	Total need	\$81.20
Dentures	15.00	Total income	29.00
Medical care	5.50	Budget deficiency	\$52.20
	<u>\$81.20</u>		

Grant \$52.20 or \$53.00

At the expiration of a four-month period, aid must be reduced as the need for dentures no longer exists. If other conditions remain the same, and the need for medical care continues, his total need according to the budget method will then be \$61.50 instead of \$76.50. The grant is adjusted as follows:

Total need	\$66.50
Total income	29.00
Budget deficiency	<u>\$37.50</u>

Grant \$37.50 or \$38.00

Example E: A couple, both recipients, live in a three-room rear cottage on property owned by them. There is a five-room house on the same lot which is rented for \$40 a month. The water bill for both houses is \$4 a month and is paid by the couple. The total property is mortgaged, the required monthly payments being \$24, of which amount \$16 is interest and the balance is payment on the loan. The property is assessed at \$1800 and taxes average \$12 a month. The couple state their monthly utility needs are electricity, \$5.30. (used for lights and cooking). There are no special needs. Each spouse receives a \$10 contribution from a son. The budget for each spouse will be the same and is computed as follows:

(Section Continued on Next Page)

155-26 (Continued)

155-26

2. Housing (Leave blank if board and room is paid.)

If the recipient lives in other than his own property, enter the rental paid or his prorated share if two or more persons share the same quarters. The amount shall be verified, either through receipts or the recipient's personal affidavit or otherwise, and the method of verification entered in the "How Verified" column.

If free rent is contributed by another, enter the estimated value as determined by the county. Enter "worker's evaluation" or some other appropriate statement in the "How Verified" column.

If the recipient lives in a home which he alone owns, complete the appropriate items for costs of ownership, including a \$2 allowance for upkeep. If there is a net value of occupancy under the provisions of Sec. 152-10, Net Income from Real Property, enter this amount also. If there is no net value of occupancy, enter "none" for this item. Record the total expenses of ownership and net occupancy value, if any.

When the recipient has an interest in the home with other persons, his prorated share of the expenses of ownership shall be shown, i.e., if home owned with wife, one-half of the expenses of ownership is entered; if owned jointly by three persons, one-third of the expenses of ownership is entered. (The value of occupancy, if any, is based on the total assessed value of the home.)

In the "How Verified" column, indicate the method by which taxes, encumbrances, etc., were verified, i.e., tax receipts, mortgage books, etc.

3. Utilities (Leave blank if board and room is paid.)

Enter the average amount as paid for the particular utility, or the amount shown in the Budget Schedule, in the appropriate space. When there is no need for the particular utility enter "none". If an amount is

(Section Continued on Next Page)

155-26 FORM AG 241, BUDGET WORK SHEET, AND INSTRUCTIONS FOR USE
OAS

155-26

In all cases in which the amount of the grant is determined on the basis of total need as established by the budget method, the case record shall include Budget Work Sheet (Form Ag 241), on which shall be recorded the full detail of the budget, the source and amount of income to be applied toward total need, and the verifications. Casual income and exempt agricultural income are not considered in determining the grant of aid and shall not be entered on Form Ag 241. (See Sec. 150-60, RECORDING OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.)

GENERAL INSTRUCTIONS:

The budget work sheet will ordinarily be completed in long hand and shall be retained in the county record. Complete the identifying data in the upper right hand corner, and indicate if the recipient is living as a member of a household. If so, enter the number of individuals in the household.

ITEMS OF NEED AND HOW VERIFIED:

See Sec. 155-25, Total Need -- Determination by Budget, for the Budget Schedule and explanation of the various items in the budget.

1. Food (Leave blank if board and room is paid.)

From the Budget Schedule enter the amount for food in accord with the recipient's living plan, i.e., the smaller amount if living alone or as a member of a household group, and the larger amount if eating all meals in restaurants. No verification of the amount is required and no entry is necessary in the "How Verified" column. If the recipient takes his meals on a board basis, or pays for board and room, enter the amount as paid. Verification shall be made, either through receipts in the recipient's possession, by his personal affidavit, or otherwise, and the method used is indicated in the "How Verified" column.

If the recipient pays board and room, leave the "Food" item blank, and also leave blank all other items above Item 5, "Board and Room." (See instructions for Item 5.)

(Section Continued on Next Page)

155-30 (Continued)

155-30

Example A: Total need is determined to be \$58.98. The recipient has OASI income of \$14.61 per month. The difference is \$44.37. Aid is granted in this amount or \$45, the next highest whole dollar.

EXAMPLES OF DETERMINATION OF TOTAL NEED:

Example B: A single recipient earns \$17 a month. He has no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months.

<u>Need</u>		<u>Income</u>	
Basic needs	\$55.00	Earnings	\$17.00
Dentures	<u>15.00</u>		
	\$70.00		

* * * * *

Total need	\$70.00
Total income	<u>17.00</u>
Grant	\$53.00

At the end of a four-month period the need for dentures no longer exists. If other conditions remain the same the income is then subtracted from \$55, and the grant adjusted to \$38.

Example C: A couple, both recipients, live in their own home, \$800 assessed value. The husband has regular part-time employment and earns \$22 each month. The wife's need for insulin has been established by her physician. It costs approximately \$7 a month and the need is expected to continue indefinitely. The house leaks and requires extensive roof repair. A plan has been agreed upon between the contractor and the recipients whereby the roof will be repaired for \$80 and the recipients will pay the contractor a total of \$8 a month for ten months. The grant for the husband is computed as follows:

<u>Need</u>		<u>Income</u>	
Basic continuing needs	\$55	Value of occupancy	\$ 4
Roof repair		$\frac{1}{2}$ of the earnings	<u>11</u>
($\frac{1}{2}$ of monthly payment)	<u>4</u>	Total income	\$15
Total need	\$59		

* * * * *

Total need	\$59.00
Total income	<u>15.00</u>
Grant	\$44.00

(Section Continued on Next Page)

155-30 TOTAL NEED - STATUTORY MAXIMUM (\$55) PLUS SPECIAL NEEDS
OAS

155-30

Since the law provides that the income of the recipient together with the amount of the grant shall equal at least \$55, it is the presumption that \$55 covers the basic continuing needs common to all recipients. (Should the recipient elect to have his need determined on the basis of his budget the presumption that \$55 is adequate to meet his basic continuing needs may be refuted. See Sec. 155-25, Total Need - Determination by Budget.)

The basic continuing needs common to all recipients and which are presumed to be met on \$55 a month, the minimum amount which the law guarantees to every eligible individual, are:

1. Food -- The normal amount and kind of food needed by the average aged adult to maintain health and vigor.
2. Housing -- Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
3. Utilities -- Lights, water, and fuel needed to maintain health and comfort.
4. Clothing -- Adequate, healthful clothing.
5. Household Replacements -- The occasional replacement of normal household equipment and/or supplies.
6. Transportation and Communication -- Carfare, gasoline for automobile, stamps, stationery, etc.
7. Incidentals -- The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc.

In addition to the basic continuing needs common to all, the individual may have additional requirements, i.e., special needs arising out of impaired health, a particular handicap, etc. (See Sec. 155-50, Definition and Determination of Special Needs in OAS.)

When a recipient has special needs in addition to basic continuing needs, the amount of total need may be established by adding the cost of special items of need to \$55. (See Sec. 155-25, for another way of establishing the total need of one whose requirements are such that they cannot be met on \$55 a month.) The amount of the grant is then determined by subtracting the income from that figure which represents the total need, except that in no event may the grant exceed \$55. When this difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income of the individual shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar. (W&IC 2020, 2140)

(Section Continued on Next Page)

155-50 (Continued)

155-50

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eye-glass Prescriptions:

When ordered by a physician, optician, or an optometrist.

5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that the special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered special need during the period in which the cost of such repairs is being paid.

The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-Out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement, or of augmenting the present supply may be established as special need.

(Section Continued on Next Page)

155-30 (Continued)

155-30

The grant for the wife is computed as follows:

<u>Need</u>		<u>Income</u>	
Basic needs	\$55	Value of occupancy	\$ 4
Insulin	7	$\frac{1}{2}$ of husband's	
Roof repair		earnings	11
($\frac{1}{2}$ of monthly		Total income	\$15
payment)	4		
Total need	\$66		

* * * * *

Total need	\$66.00
Total income	15.00
Grant	\$51.00

At the end of the ten-month period the need for roof repair will have been allowed in full. If the conditions remain the same the man's grant should be reduced to \$40 (\$55 minus \$15) and the woman's grant shall be reduced to \$47 (\$62 minus \$15). (SEE SEC. 155-60, REPORTING NEED IN EXCESS OF \$55 TO SDSW.)

155-50 DEFINITION AND DETERMINATION OF SPECIAL NEEDS IN OAS OAS

155-50

In addition to the basic continuing needs as discussed in Sec. 155-30, Total Need--Statutory Maximum (\$55) Plus Special Needs, the individual may have other needs. Additional requirements or "special needs" may exist due to the impaired health and/or activity of the recipient, physical handicap, housing conditions, etc. Special needs shall be determined on the basis of the individual's circumstances, and in such amount as required to cover factual and realistic needs of the individual and not a family group. The liquidation of unsecured debts incurred in the past does not represent a current need.

The special needs which are most often found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment Under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

(Section Continued on Next Page)

156-25 (Continued)

156-25

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions: When ordered by a physician, optician, or an optometrist.5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered an excess need during the period in which the cost of such repairs is being paid. The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement, or of augmenting the present supply may be established as excess need.

Replacement of household equipment and supplies, clothing, etc., destroyed in a catastrophe such as fire, flood, etc., may be considered need in excess of basic continuing needs to the extent that such possessions have not been covered by insurance.

(Section Continued on Next Page)

156-25 DEFINITION AND DETERMINATION OF NEEDS IN EXCESS OF BASIC
CONTINUING NEEDS IN ANB
ANB

156-25

The ANB law recognizes that the minimum need of an individual ANB recipient is \$60 a month. (SEE SEC. 156-20, DEFINITION OF BASIC NEEDS IN ANB.) The amount of aid granted plus the income received must equal at least the statutory maximum of \$60 a month to cover the basic continuing need of such recipient.

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social or economic adjustments required to promote the well-being of the individual blind person. These special needs may be in excess of the basic continuing needs. (SEE SEC. 156-20.) No monetary limit has been placed upon the extent of the need in excess of the basic continuing needs.

NEEDS IN EXCESS OF BASIC CONTINUING NEEDS

Needs in excess of the basic continuing needs shall be determined on the basis of the individual recipient's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual recipient.

When the circumstances of the individual are such that need may exist in excess of basic continuing needs, and income or resources are available, there shall be recording in the case record concerning discussion with the recipient as to his special needs and the amounts required to meet such special needs.

The items listed below are not intended to be all inclusive and there are undoubtedly special needs of recipients which are not listed and which may well constitute an actual need. Conversely, the fact that an item has been listed as a possible need in excess of basic continuing needs does not imply that every expenditure for such item is automatically such a need.

The needs which are most usually found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy, subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

(Section Continued on Next Page)

156-25 (Continued)

156-25

- (c) Trusses or orthopedic appliances, wheel chairs, crutches, etc.
- (d) Dressings and other sick room supplies.
- (e) Special housing. When physical handicaps require special housing which can be secured only through a disproportionate expenditure, such as one-half or more of the statutory grant, that amount by which the cost of such housing exceeds normal rental may be established as excess need.

12. Special Needs:

The following items are among those additional needs which may be necessary to effect physical, social or economic adjustment of the blind recipient in which event they may be established as needs in excess of basic continuing needs:

- (a) Personal services, such as a personal guide, reader, etc.
- (b) Guide dog, and/or maintenance therefor. The recipient's estimate of the cost of food, veterinarian fee, etc., required for the maintenance of a guide dog can be verified by the worker through a letter to one or more of the guide dog schools located in California. Experience with this type of need would seem to indicate that an allowance of \$15.00 a month for the maintenance of a guide dog would be reasonable.
- (c) Telephone service.
- (d) Radio and/or radio repairs.
- (e) Talking Book and/or Talking Book repairs.
- (f) Dry cleaning service.
- (g) Typewriter and/or Braille writer.
- (h) Artificial eyes.
- (i) Special appliances for the blind, such as white canes, watches, Braille slates, etc. (W&IC 3084)

156-25 (Continued)

156-25

8. Housekeeping Service:

The cost of housekeeping service or its equivalent in housekeeping equipment may be established as need in excess of basic continuing needs when the physical condition of the recipient is such that the service is required for the well-being of the individual recipient.

Such services if performed without cost by neighbors, relatives or friends shall not be considered on a commercial basis and therefore no monetary value shall be placed thereon. No allowance may be made in the grant to provide for the payment by the recipient to responsible relatives for such services.

When the circumstances of a blind recipient are such that he eats a majority of his meals in restaurants, excess need may be established in that amount by which the cost of restaurant meals exceeds the current cost of food. Experience would seem to indicate that a maximum allowance of \$18.00 a month would be a reasonable estimate of the amount by which restaurant meals would normally exceed the current cost of food.

9. Nursing Service:

The need for nursing service should be designated by the physician or other practitioner in charge of the case, or in the unusual case in which there is no such person in attendance, by the county worker and the cost of such care should not exceed the average cost of that type of care in a given community.

Such services if performed without cost by neighbors, relatives or friends shall not be considered on a commercial basis and therefore no monetary value shall be placed thereon. No allowance may be made in the grant to provide for the payment by the recipient to responsible relatives for such services.

10. Excess Heat:

The cost of extra heat needed because of ill health or impaired vitality represents excess need in the amount of the additional cost.

11. Occasional Unusual Needs:

The occasional or unusual needs which may be due to accident or ill health, or which may be necessary to preserve health and normal activity is excess need and such need may be established by the worker. Among these needs are:

- (a) Dentures and dental work.
- (b) Hearing aids.

(Section Continued on Next Page)

172-00 (Continued)

172-00

When the relative's sworn statement indicates that his net income is such that he would ordinarily have a degree of liability, but that he will not contribute in the amount fixed by the Relatives' Contribution Scale, due consideration shall be given to the special circumstances which the responsible relative may have listed as reason for not contributing according to the scale. In unusual cases the relative may be found to have a degree of liability less than that fixed by the Relatives' Contribution Scale. In some cases there may be a finding of no liability. (W&IC 2081)

The granting of, or continued receipt of, aid shall not be contingent upon the filing of a sworn statement by a spouse or adult child or upon recovery of aid granted from a responsible relative.

When an initial request for a sworn statement has been forwarded to the responsible relative and no reply has been received by the time other items of eligibility have been established, action on the application shall be taken by the board of supervisors without further delay, provided the nonreceipt of a contribution from the relative at the time the application is ready for action has otherwise been established. Such fact may be established by the applicant's signed statement in letter or other form. His written statement is not required if information secured from the applicant or others during the investigation seems reasonable basis for concluding that no contribution is received, but the basis for such conclusion shall be recorded. The county shall make continued effort after aid is granted to obtain a sworn statement from the responsible relative living within the state.

When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action can be initiated, shall be measured by the scale. The extent to which the recipient or applicant is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received.

(Section Continued on Next Page)

172-00 (Continued)

172-00

b. Commercial enterprise, such as business or farm operations:

Normal expenses of operating a business, including overhead, represent deductible items in determining the net income of the relative. That expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, should be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation should be deducted in determining the net income.

c. Commissions:

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income.

When the sworn statement indicates that the responsible relative is already contributing and/or will contribute an amount equal to that fixed by the Relatives' Contribution Scale, or when the affidavit indicates his income is such that no contribution may be required under the scale, no further inquiry shall be made into the relatives' financial circumstances unless there is information to refute the relative's statement of financial circumstances. (SEE SEC. 172-02, RELATIVES' CONTRIBUTION SCALE.) In the presence of information which appears to refute the sworn statement, it is expected that the county will exercise reasonable diligence in investigating further the financial circumstances of the relative. (W&IC 2140)

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191-10 PARENTAGE
ANC

191-10

I RELATIONSHIP TO CLASSIFICATION

The two basic factors in determining the classification within which a child may be eligible for care are: 1. Establishment of the validity of the claim of parentage; 2. Verification of the reason for the lack of parental support. These two steps are inseparable because the identity of the parents must be established before the fact of deprivation of parental support can be proved.

In the majority of cases the mother is the applicant and therefore she provides information concerning parentage. When the parent (or a person in loco parentis making application) is unable to supply sufficient information to identify parentage or to determine classification eligibility, it is necessary to secure evidence from other sources.

In general, when the birth evidence naming the parents, together with the evidence relating to the parent(s) which qualifies the child in a particular classification, consistently supports the applicant's claim of parentage, no additional evidence is required. However, this does not apply to a foundling, a child deserted by both parents without means of identification (Sec. 235-35), or to the child whose paternity has not been acknowledged (Sec. 235-50).

In the whole-orphan or half-orphan classification due to the death of one or both parents, and under the PCI classification, the evidence must identify the father and mother of the child for whom aid is requested and prove that one or both parents are dead, or in PCI that one parent is committed to an institution (Secs. 235-35, 235-40 and 235-55).

In the CIF, TBF, and AF classifications, the applicant (usually the mother) supplies information to identify parentage, and evidence must show that the status of the parent is such as to bring the child within the respective classification requirements (Secs. 235-45, 235-70 and 235-75).

In determining eligibility for the abandoned child, efforts should be made to verify parentage as claimed. However, the fact that parentage cannot be determined does not preclude the granting of aid under the abandoned child classification (Sec. 235-65).

II EVIDENCE FOR DETERMINING PARENTAGE

- A. Parentage is considered established when the names of the father and mother of the child for whom ANC is requested appear on the birth evidence as claimed by the applicant (parent or person in loco parentis), provided no conflicts arise in the process of establishing classification eligibility which cannot be resolved (see Sec. 230-45, Evaluation of Evidence).

Exception: Birth evidence is not given the same weight in identifying the father if the alleged father has denied or refused to

(Section Continued on Next Page)

190-05 (Continued)

190-05

parent of the child is dead, it shall make an order adjudging such parent to be presumptively dead. The clerk shall not charge or collect any fee for filing the petition or for any other service rendered by him under the provisions of Part II, Chapter 1, Article 5, W. & I. Code. (W&IC 1572)

A petition under this article once heard and denied shall not be renewed in the same or any other court except upon the ground of newly discovered evidence. Any subsequent petition shall contain a recital of the former presentation and denial of a similar petition, and shall distinctly set forth a statement of the newly discovered evidence. (W&IC 1573)

In proceedings for the establishment of the fact of death or for the appointment of a guardian for a child entitled to aid under this chapter, the district attorney shall perform all necessary legal services as a part of his official duties and without cost. (W&IC 1574)

191-00 DEFINITION OF NEEDY CHILD
ANC

191-00

A needy child is a child under the age of 18 years for whom adequate care, as determined by the county in accordance with the basic standard for ANC, is not available.

For purposes of ANC a minor child is one under the age of 18 years.
(SEE SEC. 105-20, LIMITATIONS ON AGE.)

In the discussion of classification which follows, the word "child" means a needy minor child as defined above. (W&IC 1500, 1522, 1560)

191-10 (Continued)

191-10

III EVIDENCE FOR REFUTING LEGAL PRESUMPTION OF PATERNITY

When a child is born before there is a final decree of divorce, or within ten months after the granting of a final decree of divorce, there is a legal presumption that the husband is the father. When claim is made that a man other than the husband is the father of such a child, the legal presumption must be refuted before parentage can be determined.

A. Efforts must first be made to obtain this refutation from the mother and the husband through:

1. The mother's affidavit;

AND:

2. The affidavit of the husband denying the presumption that he is the father and setting forth a valid reason why he is not the father. (When an affidavit of the husband is not obtainable, his statement in writing is acceptable.)

B. When (1) such statements are not obtainable from the parents (as might be the case when application is made by a person in loco parentis), or (2) when only the mother's affidavit is obtainable, other evidence is acceptable that the husband could not be the father such as:

1. Public record of imprisonment or institutional confinement of the husband, showing that he could not have been present at time of conception;

OR:

2. Passport information verifying date of departure or re-entrance into country, or deportation records showing that the husband could not have been present at time of conception;

OR:

3. Record of military service in foreign country showing that the husband could not have been present at the time of conception;

OR:

4. A physician's signed statement establishing sterility of the husband;

OR:

5. Court determination in a paternity action that the husband is not the father of the child;

OR:

(Section Continued on Next Page)

191-10 (Continued)

191-10

acknowledge paternity. Therefore, when claim is made, or in the investigation process it develops that paternity was denied, the provisions of Sec. 193-20, Classification of Half-Orphan Dependent Illegitimate Child, are applicable.

B. When the birth evidence does not name the parents as claimed, or there is conflicting information revealed by the investigation, parentage can be considered determined when:

1. The written statement of both parents acknowledges parentage;

OR:

2. One of the following types of evidence is available, if it is not possible to secure a statement from the man whom mother claims as father;

a. Continuous social agency record supporting validity of claim of parentage; that is, that parents had maintained a home over the necessary period, were known in the community as parents of the child, etc.;

OR:

b. Public records, such as school, hospital or clinic records, insurance forms, or other such records where man signed as father, or furnished the recorded information;

OR:

c. Written statement of third person having knowledge that parents lived together over necessary period, or to whom father made direct admission of paternity;

OR:

3. Court findings establishing paternity are available;

OR:

4. There is a court order to support as father of the child.

C. When the application is filed by a person other than the mother and classification eligibility is due to the mother's status the birth evidence showing the mother's name verifies maternity. Although this evidence supports classification eligibility, continued efforts should be made to identify the father in order to complete investigation on points of personal and real property and ability to support. (SEE SECS. 158-30, 141-15, AND 135-40.)

(Section Continued on Next Page)

191-15 DEFINITION OF CLASSIFICATION
ANC

191-15

In determining the eligibility of a child for ANC it is necessary to establish that he comes within one of the groups of children who may be considered needy under the ANC law. This is called classification.

The classification of the child is based upon the status of the parent as defined in Sections 1500 and 1501 of the W.&I. Code; e.g., a child is classified as a whole orphan when such a child has been deprived of parental support or care because of the death of both parents, or a child whose father's whereabouts is unknown is considered to be a half-orphan because such a child has only one parent to support or care for him.

Eligibility for aid under a particular classification shall be considered established when satisfactory evidence to support the classification has been secured. (W&I 1500, 1501, 1560)

192-00 CLASSIFICATION OF ORPHAN (W.O.)
ANC

192-00

An orphan is a child whose parents are both deceased.

For purposes of ANC, a foundling is considered an orphan. A foundling is a child deserted by both parents without means of identification. The affidavit of the person who discovered the foundling usually establishes the classification. Such affidavit shall include the circumstances of the finding and, if possible, the date of discovery.

When an adoption is revoked by the court under Sec. 227b of the Civil Code the child is considered as without parents and therefore a whole orphan for purposes of ANC. (SEE SEC. 235-35, VERIFICATION IN WHOLE ORPHAN AND FOUNDLING CLASSIFICATION)
(W&I 1500, 1501, 1560)

191-10 (Continued)

191-10

6. Any court determination that the husband can not be charged with the support of the child when made on the basis that the evidence is insufficient to prove he is the father of the child;
OR:
7. Blood grouping test which eliminates the husband by showing that he is of a different blood grouping than the child;
OR:
8. An affidavit of record in a divorce action showing that the couple had not cohabited since the interlocutory decree was granted;
OR:
9. The acknowledgement of paternity in writing of the natural father, together with his statement of the circumstances which rule out the presumption that the legal husband is the father;
OR:
10. Affidavit of third person based on his knowledge that the husband is not the father and giving his reason therefor;
OR:
11. Form CA 220 (Affidavit Concerning Absent Father), completed by the mother, when she is filing application for two or more groups of children and the first group is under the AF classification, provided the absent period is such as to prove that the husband was not in the home at the time the child was conceived.

IV WHEN INVESTIGATION INDICATES TWO POSSIBLE CLASSIFICATIONS

When all available clues have been explored in an effort to reconcile conflicting information concerning the paternity of a child, and the status of either man involved qualifies the child, eligibility will be considered established and the county may request the SDSW to make the decision as to which classification the case will be assigned. (W&IC 1560)

193-15 (Continued)

193-15

II. The "Affidavit Concerning Father's Absence", Form CA 220, is completed by the mother of the child, if the child is living with her, or by the person in loco parentis which includes legal guardian, guardian-in-fact, probation officer or relative. (W&IC 1500, 1501, 1560)

EXAMPLES:

Mother and Child in Home

Example A: Child lives in the home of the mother who in October 1945 files application for ANC under the AF classification. The father has been absent from the home since September 1942. Intermittently during this three year period he sent money to his family. However, the contribution was never sufficient to cover the family's needs for the month for which such payment was made. The child is eligible under the AF classification since he has been deprived of his father's support and care due to father's continued absence from September 1942 to October 1945.

If, during the three-year period the father had returned for two weeks only in July 1944 (less than 30 days), continuous absence would not have been interrupted by his return for this temporary period, and the child would be eligible as of 10/1/45.

If the father had returned to the home in July 1944 and again in October 1944 (or any other month within the eleven months subsequent to July 1944), the three years' absent period would be interrupted and must again start to run from October 1944 (or subsequent month if the father returned later than October 1944 or prior to July 1945).

If, in this case three years continuous absence between September, 1942, and October, 1945, were established, and it was determined that the father had sent an amount which covered the full budget for his family during the months of July and August 1944, eligibility under the AF classification would not be affected by such contribution. On the other hand, if the father had fully supported the family for July, August and September, 1944 (exceeding two consecutive months), the child would not be eligible and the three-year period of continued absence must again start to run from October, 1944.

Example B: The parents of three minor children had agreed to separate in 1940. The mother was able to provide for her children from her earnings and the regular contribution from the father until September 1942. In October 1945 the father was no longer able to continue his contribution and the mother applied for and received ANC under the AF classification.

(Section Continued on Next Page)

193-15 CLASSIFICATION OF HALF-ORPHAN, ABSENT FATHER (AF)
ANC

193-15

I. A needy child is eligible under the AF classification when the father has been absent for a period of at least three years preceding the date of application, and due to such continued absence the child is deprived of the father's support and care.

A. When the child is living with the mother:

"Support" means financial assistance sufficient for the family's needs.

"Care" means parental responsibility for personal supervision and guidance.

"Continued absence for a period of at least three years" means a three year uninterrupted period of absence.

The father's absence is deemed to be interrupted by:

1. His return to the home for a period beyond 30 days since there is a presumption, which may be refuted, that he has resumed his responsibility for his family; or
2. His return for a period of less than 30 days if during such temporary period he resumes responsibility for the family's support and/or care; or
3. His return to the home for the second time within a period of the eleven subsequent months even though either return may be for a period of less than 30 days.

"Continued absence for a period of at least three years" as it relates to "support" means that for a three year continuous period, the father has not provided full support, except that

The deprivation of support from the father for three years is deemed to be interrupted by his providing full support for a period exceeding two consecutive months.

B. When the child is receiving foster care:

"Support" means financial assistance sufficient to cover full support.

"Care" means parental responsibility for personal supervision and guidance.

The child whose parents are not maintaining a home together and for whom the father has not provided support for a three-year continuous period is considered to be deprived of his "care" and "support", except that

The father's non-support for three years is deemed to be interrupted by his contributing full support for a period exceeding two consecutive months.

(Section Continued on Next Page)

193-20 CLASSIFICATION OF HALF-ORPHAN, DEPENDENT

193-20

ILLEGITIMATE CHILD (ILLEG.)

ANC

A dependent illegitimate child whose paternity has not been acknowledged or legally established shall be considered a child with one parent and therefore eligible under the classification of half-orphan for the purpose of ANC.

An application for a child born out of wedlock is not necessarily processed under the classification. Dependent Illegitimate Child, since in most cases the parents can be identified and the status of the father determines the classification. Eligibility under this classification is to be considered only when at the time of application it is claimed that there has been a denial of paternity, or when, in the exploration of possible eligibility under another classification, it is learned that paternity was denied, or circumstances indicate that there might be a question of the validity of the claim of paternity. (SEE SEC. 191-10, PARENTAGE)

When eligibility under this classification is being considered an effort shall be made to determine if paternity was acknowledged. If it is not possible to make a direct contact with the alleged father, efforts shall be made: (1) to reach him through other sources for a statement regarding paternity, or, (2) to determine if he has made a statement to a third person.

An affidavit or signed statement of a third person to whom the alleged father has denied paternity may be used as evidence to support the illegitimate child classification eligibility.

A. When Aid May Be Granted Under This Classification:

1. Paternity is considered not to be acknowledged if;

- a. The alleged father denies paternity either verbally or in writing;

OR;

- b. The alleged father admits he could be the father but refuses to acknowledge paternity;

OR;

- c. The alleged father is not located and there is no indication of a previous acknowledgment of paternity on his part;

When during the investigation a denial refutes a former acknowledgment of paternity by the alleged father such denial is acceptable provided it is consistent with other known facts and the recording so indicates.

2. Paternity is considered not to be acknowledged when a child is born before there is a final decree of divorce, or within ten months after a final decree of divorce, provided:

(Section Continued on Next Page)

193-15 (Continued)

193-15

On 12/15/45, the father returned home because of the illness of one of the children and remained until the week after Christmas when he left to return to the relatives with whom he made his home. The mother reported his return to the county worker who determined that the three-year period of absence had not been interrupted by the return of the father for the two weeks. The children continued to be eligible to ANC. On August 6, 1946, the father returned to his family at which time the parents decided to establish their home together again. The county was so notified on August 15 and ANC discontinued 8/31/46.

Child Receiving Foster Care

Example A: Child has been in a licensed boarding home since October 1942. The father contributed full support in February and March of 1943 and in November 1943 and partial support during the balance of the period. The child is eligible as of 10/1/45, since the father had not provided full support for a period exceeding two consecutive months.

If it were determined that the father had met the full support for the first six months, that is, from 10/1/42 to 4/1/43, and lesser amounts, or no contribution since that time, the absent period would start to run from 4/1/43 and the child would be eligible on 4/1/46. (W&IC 1560)

193-30 CLASSIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO
INSTITUTION (P.C.I.)
ANC

193-30

A child, whose parent is under commitment to any state or Federal hospital, or whose parent has been deprived of civil rights by reason of commitment to any state or Federal prison in this or any other state of the United States, shall be considered to come within the classification of half-orphan for the purposes of ANC.

This classification is considered to include:

1. A child whose parent has been committed to a Federal prison, but is serving a sentence in a county jail as a Federal prisoner;
2. A child whose parent has been committed to a state hospital, such as Sonoma State Home or Pacific Colony;
3. A child whose parent is committed to a state hospital as an inebriate or narcotic addict;
4. A child whose father has been convicted by a military general court martial and sentenced to a Federal prison, or disciplinary barracks for more than one year. This applies to comparable sentences in the Navy or Marine Corps.

Children shall not be considered eligible under this classification when:

1. The parent is serving a sentence in a county jail, other than as a Federal prisoner;
2. The parent is under commitment to an industrial school or reformatory, which is not a "prison," such as Preston School of Industry;
3. The parent is a voluntary patient at a state hospital;
4. The parent is in a Federal hospital (veteran, marine, etc.), but not under commitment to such institution;
5. The parent is serving a sentence in the guard house of a military post following a summary court martial (or comparable type of confinement in the Navy or Marine Corps).

Eligibility under this classification is established by verification in writing from the institution of date of commitment and request for notification of change of status, such as parole, escape or discharge.

(Section Continued on Next Page)

193-20 (Continued)

193-20

- a. The presumption that the husband is the father is refuted (SEE SEC. 191-10, III, FOR ACCEPTABLE EVIDENCE);
and
- b. The alleged father denies paternity or cannot be located and there is no indication of a previous acknowledgment of paternity on his part.
3. Paternity is not legally established if there has been a paternity hearing in court and the findings do not establish paternity.

B. When Aid May Not Be Granted Under This Classification:

1. Paternity is acknowledged if the alleged father acknowledges paternity either verbally or in writing.

When during the investigation an acknowledgment refutes a former denial of paternity by the alleged father, such acknowledgment is acceptable provided it is consistent with other known facts and the recording so indicates.

2. Paternity is legally established if:

- a. Paternity is established by court proceedings;

OR:

- b. The court order for support names the father or refers to the child as his child;

OR:

- c. The father of an illegitimate child adopts it as a legitimate child in accordance with Section 230 of the Civil Code by publicly acknowledging it as his own, receiving it as such, with the consent of his wife if he is married, into his family, and otherwise treating it as if it were a legitimate child.

C. Child Who Has Been Relinquished For Adoption:

Until or unless adoption is consummated, a child whose paternity has not been acknowledged, who has been relinquished for adoption by the mother (having sole custody) and the relinquishment has been filed with the SDSW, continues under the classification of dependent illegitimate child. (SEE SEC. 171-20, RESPONSIBILITY OF PARENTS FOR CHILDREN.)
(W&IC 1560)

193-40 CLASSIFICATION OF HALF-ORPHAN, ADOPTION BY ONE PERSON (H.O.)
ANC

193-40

A child is considered to come within the classification of half-orphan for purposes of ANC if he is adopted by one person. (SEE SEC. 235-60, VERIFICATION OF HALF-ORPHAN, ADOPTED BY ONE PERSON.) (W&IC 1560)

194-00 CLASSIFICATION OF ABANDONED CHILD (Abd.)
ANC

194-00

A child declared abandoned by the findings of a court is eligible for ANC under the classification of abandoned child provided the child is otherwise eligible.

When there has been no court action but both parents have abandoned the child for one year, their whereabouts is unknown to administrative authorities at the time the eligibility of the child is passed upon, and a thorough investigation made to locate them has not revealed their whereabouts, such child shall be considered an abandoned child for the purposes of ANC. (SEE SEC. 235-65, VERIFICATION IN ABANDONMENT CLASSIFICATION.) (W&IC 1500, 1560)

193-30 (Continued)

193-30

Release of a parent on parole or deportation of a parent who is on parole does not disqualify a child for ANC provided it is determined that need continues to exist by investigation of resources, including possible earnings of the parent.

The escape of a parent from an institution does not disqualify a child for ANC provided he remains otherwise eligible. The county shall attempt to find out the whereabouts and circumstances of the parent in order to determine the continued need of the child.

Aid under this classification may continue until the parent's commitment is vacated, provided the child continues to be otherwise eligible. Aid shall not be granted after the last day of the month in which the parent is discharged from the institution.

See Sec. 235-55, Verification of Half-Orphan, Parent Committed to Institution Classification, for method of establishing eligibility. (W&IC 1500, 1560)

235-20 (Continued)

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Such notifications of school status shall be submitted to the SDSW not later than the end of the month following the month in which the verification is received by the county. (SEE SEC. 363-15, RECORDING CHANGE OF SCHOOL STATUS ON SECTION III OF NOTICE OF CHANGE.)

REIMBURSEMENT

Reimbursement for Federal participation will be made on the basis of the date of verified ineligibility provided due diligence is exercised, that is if verifications are initiated and followed up where necessary within the specified time limit. (W&IC 1560; FSS-ADMIN.)

235-35 VERIFICATION IN WHOLE ORPHAN AND FOUNDLING CLASSIFICATION ANC

235-35

To establish eligibility the deaths of both parents shall be verified. (SEE SECS. 193-10, CLASSIFICATION OF HALF-ORPHAN, PARENT DECEASED, FOR ACCEPTABLE TYPES OF DEATH EVIDENCE, AND SEC. 235-40, VERIFICATION OF HALF-ORPHAN, PARENT DECEASED, FOR METHOD OF VERIFICATION OF DEATH.)

When the child is a foundling, the affidavit of the person who found the child, setting forth the circumstances and, if possible, the date of the finding shall be secured. A resume of efforts made to identify the child should be included in the case record.

When a child has been adopted, and the adoption revoked, the child's status as a whole orphan shall be verified by: (1) a certified copy of the revocation order; (2) by examination of the court order and completion of Form CA 203. (SEE SEC. 192-00, CLASSIFICATION OF ORPHAN, W.O.) (W&IC 1500, 1560.)

235-20 (Continued)

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RESTORATIONS (Except following discontinuance for adjustment.)

When aid is restored for a child over 16 who was enrolled in school at the time of discontinuance, he is considered eligible for Federal participation unless and until a change of school status is reported. No further verification of school status is required at the time of restoration.

Exception - When a new school year began between the date of discontinuance and the date of restoration, the child over 16 for whom aid is restored is considered eligible for Federal participation until his school status is verified. If non-enrollment is verified, the child becomes ineligible for Federal participation at the end of the month of verification.

When aid is restored for a child over 16 who was not enrolled in school at the time of discontinuance, he is considered ineligible for Federal participation unless enrollment in school is verified. School status shall be verified by means of a Form CA 213 at the time of restoration.

When aid is restored for a child who reached his 16th birthday between the date of discontinuance and the date of restoration, he is considered eligible for Federal participation until his school status is verified. School status shall be verified by means of a Form CA 213 at the time of restoration. If non-enrollment is verified, he becomes ineligible for Federal participation at the end of the month of verification.

RESTORATIONS (Following discontinuance for adjustment.)

When aid is restored for a child over 16 following a discontinuance of one month to adjust for an overpayment, his school status at the time of discontinuance governs eligibility for Federal participation from the date of restoration unless and until a change of school status is reported. No further verification of school status is required at the time of such restoration.

NOTIFICATION TO THE SDSW

The SDSW shall be notified of school status by means of a Notice of Change (Form CA 232) when:

1. Child reaches the age of 16 and is not enrolled in school.
2. Child is over 16 and terminates school enrollment.
3. Child is over 16 and was not previously enrolled in school but re-enrolls.
4. Child is over 16 and there is a change from an ineligible for Federal participation to an eligible payee.
5. Aid is restored for a child over 16 and a new school year began between the date of discontinuance and the date of restoration.
6. Aid is restored for a child over 16 who was not enrolled in school at the time of discontinuance.
7. Aid is restored for a child who reached his 16th birthday between the date of discontinuance and the date of restoration.
8. Aid granted during the Vacation Period for a child over 16.

(Section Continued on Next Page)

455-30 (Continued)

455-30

younger widow with young children, the children's benefits continue until they reach age 16, or 18 if still in school, until they marry. The widow continues to receive her benefits as long as any of the children are eligible.

Example A: A retired wage earner is getting a primary benefit of \$30 a month. His wife, who is also 65, receives an additional \$15, making \$45 a month for the two as long as they both live. If the husband dies, his widow receives \$22.50 (three-fourths of his primary benefit of \$30) for the rest of her life, if she does not remarry, since she is already 65.

Example B: A retired worker is getting \$30 a month. His wife is only 45 so she cannot receive a benefit. He has two children under 18, each of whom is entitled to one-half the primary benefit. This gives the family \$60 a month. The children's benefits stop as each of them reaches 18. When the wife is 65 she receives a benefit--one-half of \$30 if her husband is still living; three-fourths as his widow.

Example C: A qualified worker dies leaving a widow and two young children. If his primary benefit is \$30, the widow receives her three-fourths, \$22.50 per month, until the youngest child is 18 if he is unmarried. Each child receives one-half--\$15 each. This makes a total of \$52.50 a month for the family. If there were three or more children, this family would receive \$60 a month because that is twice the worker's primary benefit.

Example D: An unmarried woman who is supporting her aged parents dies. If her primary benefit would have been \$30, each of them gets \$15, since they are both past 65.

455-30 MONTHLY BENEFIT PAYMENTS UNDER OLD AGE AND SURVIVORS INSURANCE

455-30

The worker receives a "primary insurance benefit." It is paid monthly, and the amount of the payment depends upon the amount of the worker's average monthly wage, up to \$250 a month.

If the worker has a wife over 65 or children under 16, or 18 if attending school, they receive monthly payments in addition to his. Each of these additional payments is equal to half as much as the worker's "primary benefit," subject to certain limitations on the total amount.

When the husband dies "fully insured," i.e., having the necessary quarters of coverage, his widow, if over 65, receives a widow's benefit equal to three-fourths of his benefit. If she is not 65 at the time of his death, she becomes eligible when she reaches 65.

If a wife or a widow has worked on a job covered by the law and can qualify at 65 for benefits of her own which are greater than what she would receive on account of her husband's earnings, she will get the larger amount.

If the worker dies fully or currently insured, leaving a widow under 65 years of age with one or more young children in her care, the widow would receive her three-fourths of the husband's primary benefit until the youngest child is 16, or 18 if still in school, and each child up to that age would receive half the father's primary benefit. The law fixes a maximum family payment of twice the amount of the wage earner's benefit, or 80 per cent of his average monthly wage, or \$85 whichever is the least. The minimum benefit that may be paid is \$10 a month.

If the worker dies "fully insured" leaving no widow or unmarried child under 18, an aged dependent parent of the worker may receive a benefit of half the worker's primary benefit.

Benefits are payable monthly for life after age 65 or any later date at which a worker retires. If paid to his wife or widow at 65 or to his dependent parents, the payments continue as long as those beneficiaries live. If paid to a

(Section Continued on Next Page)

455-70 FILING A CLAIM FOR OLD AGE AND SURVIVORS INSURANCE

455-70

A prospective beneficiary must file a claim for benefits, in addition to meeting the other qualifying requirements, in order to become entitled to benefits.

To assist workers in filing applications for account numbers and claims for benefits the Federal Social Security Administration has established field offices throughout the U. S. In towns and communities where there is no such office the Post Office furnishes the address of the nearest one.

To file a claim the worker or any other beneficiary should go or write to the nearest Federal Social Security Administration office. There they receive all the help needed in making out the necessary papers. It is not necessary to pay an attorney or any legal adviser to help in obtaining benefits. After the application forms and essential proofs are completed the claim is forwarded to Washington for adjudication.

When the claim has been adjudicated and the amount of the benefit determined, the applicant is advised when he may expect the first payment. When claims have been certified by the Federal Social Security Administration, the treasury sends the checks directly to the claimant by mail. They are sent at the beginning of each month to cover the previous month's benefits.

A claimant who is dissatisfied with a decision of the Federal Social Security Administration may obtain review by a referee. If still not satisfied, he may ask for review by the Appeals Council which has been set up by the Federal Social Security Administration. He may also take his case to the Federal courts.

Other information about OASI may be secured at the nearest Federal Social Security Administration Office.

**455-40 EFFECT OF EARNINGS ON MONTHLY BENEFIT PAYMENTS OF
OLD AGE AND SURVIVORS INSURANCE**

455-40

Benefits are not payable for any month in which the person earns \$15 or more on jobs covered by the law. The wife's or child's benefits are not payable if the husband or father is working at a regular covered job which pays him \$15 or more a month.

Two months' benefit checks are withheld for each month in which the beneficiary earned more than \$14.99 and failed to report that fact. This applies to both primary and secondary benefits when the earner is the recipient of primary benefits. When the person who earns more than \$14.99 is a recipient of secondary benefits, the penalty for failure to report earnings applies only to recipients of secondary benefits.

**455-50 REFERRAL TO COUNTY WELFARE DEPARTMENT BY OLD AGE
AND SURVIVORS INSURANCE BUREAU**

455-50

When OASI benefits are withheld, the field office of the Bureau of OASI refers the beneficiary concerned to the county welfare department if he is receiving or may be eligible for OAS, ANB, AFSB, or ANC. The county may request that such referrals be made by letter. The application for aid or request for adjustment of aid shall be considered in the usual manner.

**455-60 LUMP SUM DEATH PAYMENTS OF OLD AGE AND
SURVIVORS INSURANCE**

455-60

If the worker died after January 1, 1940, leaving no dependents who at the time of his death were entitled to monthly benefits, a lump-sum benefit is paid to other persons specified in the law as follows:

1. To the widow who is not entitled to monthly benefits or to the widower;
2. If there is no widow or widower, then to any child or children regardless of age;
3. If there is no widow, widower, or child, then to the parents;
4. If there is no such relative, then to the person or persons who pay burial expenses.

The total amount of the lump-sum payment to surviving relatives mentioned above is six times the primary benefit earned by the worker up to the date of his death.

If there is no such named relative, the person or persons who paid the burial expenses may be repaid for the actual cost up to six times the primary benefit.

626-40 (Continued)

626-40

Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental pay roll. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) (W&IC 1556, 1556.5, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

County institutional claims in OAS and ANB should include all persons confined in county hospitals or infirmaries during the current month who meet the requirements of Secs. 2160.7 and 3044.1 of the W&IC. (SEE SECS. 627-25, COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1, 629-99, COUNTY AID CLAIM FORMS AND 165-00, SUBVENTION FOR HOSPITAL OR INFIRMARY CARE) (W&IC 2140, 2160.7, 3075, 3044.1)

626-45 CLAIMS ON SUSPENDED AID PAYMENTS
OAS, ANB, APSB, ANC

626-45

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancelation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the amount of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Form Ag, Bl, CA 232) previously sent to the SDSW. (SEE SECS. 361-30, SUSPENSION PROCEDURE, 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID, 626-50, SUPPLEMENTAL AID CLAIMS AND 628-05, REPORTING OF CANCELED AID WARRANTS.)

Federal participation is available on suspended aid payments, provided other Federal eligibility requirements are met. (W&IC 1556, 1556.5, 1559, 2140, 2189, 3075, 3087.3, 3460, 3482; FSS-ADMIN.)

626-50 SUPPLEMENTAL AID CLAIMS
OAS, ANB, APSB, ANC

626-50

Aid claims supplementing the original claims filed for prior months are approved by the SDSW only when retroactive payments are made as specified in Sec. 361-25, Retroactive Aid Payments by County, and under the following conditions:

1. In ANC, when investigation of eligibility for one or more of the family group included either on the original application or on a separate subsequent application is completed by a later board action but no retroactive payment is made because the full budgetary needs of the additional child were met in the original grant for the family unit. (SEE SEC. 250-00, DISPOSAL OF APPLICATIONS, AND 611-50, BEGINNING DATE OF AID-NEW APPLICATIONS.) In this instance, reimbursement may be obtained retroactively by filing a supplemental claim covering the balance of participation due for the additional child/children on the basis of the amount originally paid. (SEE SEC. 627-30, FEDERAL PARTICIPATION)

(Section Continued on Next Page)

626-20 (Continued)

626-20

3. Report of Adjustments (Form CA 803) which shows adjustments made during the month;
4. Report of Cancelled Warrants (Form CA 804) which shows warrants cancelled during the month on which participation was allowed in previous months;
5. Report of Collections (Form CA 805, formerly CA 34 DFA) which shows collections made during the month.

(W&IC 1556, 1556.5, 2160.7, 2189, 3044.1, 3087.3, 3482)

626-30 COUNTY DESIGNED AID CLAIM FORMS
OAS, ANB, APSB, ANC

626-30

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW. (W&IC 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

626-40 SUBMISSION OF AID CLAIMS
OAS, ANB, APSB, ANC

626-40

Aid claims shall be submitted to the SDSW in duplicate immediately after the end of the month during which aid payments are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government, depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

If the signature of the chairman of the board of supervisors cannot be obtained on the affidavits (Forms Ag, B1, CA 800; Ag, B1 800-H; CA 800-BHI) prior to the tenth day of the subsequent month, the duplicate copies of the affidavits, together with both copies of all supporting pay rolls and schedules, shall be submitted without the chairman's signature. The original copies of the affidavits shall be held and forwarded as soon as the signature is obtained.

Cases listed on the pay rolls shall be in State case number order, with the following exception: Cases which have not yet been assigned State numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to and combined with the main pay roll and submitted as one claim.

Both copies of each aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copy, that no pages are missing or defaced; that the same items appear on the same page of each copy; that related items in the various columns on the forms are in alignment; and that all pages are numbered.

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626-60 IDENTIFICATION ON AID PAY ROLLS
OAS, ANB, APSB, ANC

626-60

The following information shall be included on each aid pay roll (Form Ag, Bl, CA 801, CA 801-BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); State case numbers; and apportionment of grants. (SEE SEC. 627-20, APPORTIONMENT OF GRANTS.)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Form Ag, Bl 200) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient are shown on the aid pay roll (Form Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible to Federal participation are also shown on the aid payroll (Form CA 801).

(SEE SEC. 610-40, IDENTIFICATION ON WARRANTS, SEC. 202-20, THE APPLICATION FORM AND SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 1556, 1556-5, 2140, 2189, 3087.3, 3482)

626-50 (Continued)

626-50

2. When warrants are issued in lieu of canceled warrants. (See Sec. 628-06, CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELED WARRANTS.)

A separate supplemental pay roll (Form Ag, Bl, CA 801 and CA 801-BHI) shall be prepared each month. It shall cover all of the retroactive payments made during that month for prior months, shall be attached to the regular current month's pay roll, and shall be submitted to the SDSW under one affidavit. The supplemental pay roll shall be marked "Supplement for prior months," shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

A separate Recapitulation Sheet (Form Ag, Bl, CA 802, revised October 1, 1946) shall be submitted covering the supplemental claim for prior months after October 1, 1946, and shall be marked "Supplement for prior months." The totals shall be carried forward to the column for prior months on the Aid Affidavit (Form Ag, Bl, CA 800 and CA 800-BHI).

EXAMPLE: IN JANUARY, AID IS APPROVED TO BEGIN ON NOVEMBER 1, AND IN JANUARY WARRANTS ARE ISSUED FOR NOVEMBER, DECEMBER AND JANUARY. THE JANUARY WARRANT IS REPORTED ON THE REGULAR CURRENT PAY ROLL BUT A SEPARATE SUPPLEMENTAL JANUARY PAY ROLL IS PREPARED COVERING THE AID PAID FOR BOTH NOVEMBER AND DECEMBER AND IS MARKED "SUPPLEMENT FOR PRIOR MONTHS." ALL OTHER WARRANTS ISSUED IN JANUARY FOR PRIOR MONTHS ARE ALSO INCLUDED ON THE SAME SUPPLEMENTAL JANUARY PAY ROLL. THE AMOUNT PAID FOR EACH MONTH FOR EACH CASE IS CLEARLY REPORTED. THE REGULAR PAY ROLL AND RECAPITULATION SHEET COVERING PAYMENTS MADE FOR THE MONTH OF JANUARY AND THE JANUARY SUPPLEMENTAL PAY ROLL AND RECAPITULATION SHEET FOR PRIOR MONTHS ARE SUBMITTED AS ONE CLAIM. (EXCEPTION: THERE IS NO RECAPITULATION SHEET FOR BHI CLAIMS.) THE TOTALS FOR EACH PAY ROLL ARE CARRIED FORWARD TO THEIR RESPECTIVE COLUMNS FOR CURRENT AND PRIOR MONTHS ON THE JANUARY AID AFFIDAVIT (FORM AG, BL, CA 800 AND CA 800-BHI).

Due to the change in Federal participation effective October 1, 1946, when retroactive aid is claimed for months prior to October 1, 1946, another separate recapitulation sheet (Form Ag, Bl, CA 802 effective January 1, 1944) shall be filed covering all months up to that date. The totals on the recapitulation sheet for months before October 1, 1946, and the totals on the recapitulation sheet for months after October 1, 1946, shall be combined in the column for prior periods on the Aid Affidavit. (FORM AG, BL, CA 800).

EXAMPLE: RETROACTIVE AID IS GRANTED BY THE SSWB FROM APRIL 1, 1946, THROUGH DECEMBER 31, 1946, AND IS PAID BY THE COUNTY IN JANUARY 1947. TWO RECAPITULATION SHEETS ARE PREPARED, ONE COVERING THE MONTHS OF APRIL THROUGH SEPTEMBER, AND ONE COVERING THE MONTHS OF OCTOBER THROUGH DECEMBER. THE PAYROLL FOR PRIOR MONTHS AND BOTH RECAPITULATION SHEETS ARE ATTACHED TO THE REGULAR JANUARY CLAIM. THE TOTALS SHOWN ON BOTH RECAPITULATION SHEETS ARE COMBINED AND CARRIED FORWARD TO THE COLUMN FOR PRIOR PERIODS ON THE JANUARY AID AFFIDAVIT (FORM AG, BL, CA 800).

See Sec. 627-30, Federal Participation, for the method of computing the Federal share on supplemental payments.

Documents substantiating amounts claimed shall be on file with SDSW, as provided in Sec. 628-10, State Audit of Aid Claims. (W&IC 1550, 1556, 1560, 2140, 2183.2, 2189, 3075, 3082, 3087.3, 3460)

627-10 CHART OF FINANCIAL PARTICIPATION IN GRANTS OF AID
OAS, ANB, APSB, ANC

627-10

CATEGORY OF AID	TYPES OF PARTICIPATION	MAXIMUM MONTHLY GRANT	RATIO OF PARTICIPATION		
			**FEDERAL SHARE	STATE SHARE	COUNTY SHARE
OAS	REGULAR.....	\$55	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	FIVE-SIXTHS OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-SIXTH OF BALANCE AFTER DEDUCTING FEDERAL SHARE.
	NON-COUNTY...	55	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SHARE.	NONE.
	NON-FEDERAL..	55	NONE.....	FIVE-SIXTHS.....	ONE-SIXTH
	NON-COUNTY-NON-FEDERAL	55	NONE.....	ENTIRE GRANT.....	NONE
	COUNTY INSTITUTIONAL SUBVENTION	NONE.....	STATE'S SHARE OF OAS PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION.	NONE
ANB	REGULAR.....	60	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	ONE-HALF OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-HALF OF BALANCE AFTER DEDUCTING FEDERAL SHARE
	NON-COUNTY...	60	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$45) PLUS \$2.50.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SHARE.	NONE
	NON-FEDERAL..	60	NONE.....	ONE-HALF.....	ONE-HALF
	NON-COUNTY-NON-FEDERAL	60	NONE.....	ENTIRE GRANT.....	NONE
	COUNTY INSTITUTIONAL SUBVENTION	NONE.....	STATE'S SHARE OF ANB PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION	NONE
APSB	NON-FEDERAL., NON-COUNTY-NON-FEDERAL	60 60	NONE..... NONE.....	ONE-HALF..... ENTIRE GRANT.....	ONE-HALF NONE
ANC	REGULAR OR REGULAR-ELIGIBLE	*(A) \$36 FOR ONE CHILD ELIGIBLE TO FEDERAL (B) \$31.50 FOR EACH ADDITIONAL CHILD IN SAME FAMILY BUDGET UNIT ELIGIBLE TO FEDERAL.	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$24 FOR ONE CHILD AND \$15 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME FAMILY BUDGET UNIT) PLUS \$1.50 PER CHILD.	TWO-THIRDS OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-THIRD OF BALANCE AFTER DEDUCTING FEDERAL SHARE.
	NON-COUNTY OR NON-COUNTY-ELIGIBLE	*(A) \$36 FOR ONE CHILD ELIGIBLE TO FEDERAL (B) \$31.50 FOR EACH ADDITIONAL CHILD IN SAME FAMILY BUDGET UNIT ELIGIBLE TO FEDERAL.	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$24 FOR ONE CHILD AND \$15 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME FAMILY BUDGET UNIT) PLUS \$1.50 PER CHILD.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SHARE.	NONE
	NON-FEDERAL OR REGULAR-INELIGIBLE	*\$22.50 PER CHILD	NONE.....	TWO-THIRDS.....	ONE-THIRD
	NON-COUNTY-NON-FEDERAL OR NON-COUNTY INELIGIBLE	*\$22.50 PER CHILD	NONE.....	ENTIRE GRANT.....	NONE

*THE MAXIMUM PAYMENT IN WHICH THE STATE PARTICIPATES (BASIS FOR STATE PARTICIPATION) UNDER THE ANC LAW IS \$22.50 PER MONTH FOR EACH CHILD INELIGIBLE TO FEDERAL PARTICIPATION; \$36 PER MONTH FOR ONE CHILD ELIGIBLE TO FEDERAL PARTICIPATION AND \$31.50 PER MONTH FOR EACH ADDITIONAL CHILD IN THE SAME FAMILY BUDGET UNIT ELIGIBLE TO FEDERAL PARTICIPATION. THE COUNTY MAY SUPPLEMENT ADDITIONAL AMOUNTS ABOVE THE STATE MAXIMUM FROM COUNTY FUNDS; HOWEVER, THE STATE DOES NOT PARTICIPATE IN SUCH ADDITIONAL AMOUNTS. IN NO EVENT MAY THE STATE SHARE EXCEED \$15 PER MONTH OR A PORTION OF A MONTH FOR A CHILD HAVING ONE YEAR OR MORE COUNTY RESIDENCE, OR \$22.50 PER MONTH OR A PORTION OF A MONTH FOR A CHILD HAVING LESS THAN ONE YEAR COUNTY RESIDENCE.

**THE ACTUAL FEDERAL MAXIMUM SHARE IN OAS AND ANB IS \$25 AND IN ANC \$13.50 FOR ONE CHILD AND \$9 FOR EACH ADDITIONAL CHILD IN THE SAME FAMILY BUDGET UNIT. (SEE SEC. 627-30, FEDERAL PARTICIPATION.) (W&IC 1510, 1511, 1553, 1554, 2020, 2021.001, 2021.01, 2160.7, 2186, 2187, 2187.01, 3025, 3042, 3044.1, 3084, 3087, 3087.1, 3420, 3432, 3472, 3480; FSS-ACT)

627-00 DEFINITION OF TYPES OF CASES WITH RESPECT TO FINANCIAL PARTICIPATION BY FEDERAL, STATE, OR COUNTY GOVERNMENT
OAS, ANB, APSB, ANC

627-00

The status of a recipient on a voucher claim is denoted by the following standard terminology and claim shall be made accordingly:

1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and Federal eligibility requirements have been met. The Federal, State and county governments participate in payments for these cases.
2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The Federal and State governments participate in payments for these cases.
3. Non-Federal (also termed regular-ineligible in ANC) is that in which Federal eligibility requirements have not been met. The State and county governments participate in payments for these cases.
4. Non-county-non-Federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and Federal eligibility requirements have not been met. Only the State government participates in payments for these cases.

A county institutional case in OAS and ANB is one in which the State pays to the county the State share of OAS or ANB the recipient was receiving at the time of his entrance into the county hospital or infirmary. (W&IC 1556, 1556.5, 2140, 2160.7, 2189, 3044.1, 3087.3, 3482)

627-20 (Continued)

627-20

3. Non-federal cases--designated by two asterisks (**) or the term "non-federal." The total grant shall be shown. The State share may be extended to the corresponding column. (SEE CASES NOS. 6 AND 10, FORM AG 801 AND NOS. 7, 9 AND 11, FORM BL 801.)*
4. Non-county-non-federal cases--designated by three asterisks (***) or the term "non-county-non-federal." The total grant shall be shown. The State share may be extended to the corresponding column. (SEE CASES NO. 9, FORM AG 801, AND NO. 5, FORM BL 801.)*

Extension of the Federal and State shares for "non-county," "non-federal" and "non-county-non-federal" cases is not mandatory. They may be shown for easier segregation by the county of the different types of cases in compiling the Recapitulation Sheets (Form Ag, Bl 802.) (W&IC 2140, 3075, 3460; FSSB)

COUNTY INSTITUTIONAL CLAIM (Form Ag, Bl 801-H) in OAS and ANB is composed of regular and non-county cases. Show in the corresponding columns the total amount of the grant which each recipient was receiving under the OAS or ANB law when he was admitted to the county institution, the basis for State share in regular cases and the State share for non-county cases. For method of computation see Sec. 627-25, County Institutional Claim under W&IC Secs. 2160.7 and 3044.1. (SEE FORM AG, BL 801-H IN SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 2140, 3075)

ANC

VOUCHER AID PAY ROLL (Form CA 801) consists of cases both eligible and ineligible for Federal participation. The Warrant Amount, Basis for State Participation and Basis for Federal Participation are extended to the corresponding columns. Children who do not have one year county residence are designated by one asterisk (*) in the appropriate column. (SEE CASE NO. 7, FORM CA 801.)*

The Basis for State Participation (the total amount paid, excluding that portion of any warrant amount which exceeds \$22.50 per child ineligible to Federal participation; \$36.00 for one child and \$31.50 for each additional child in the same family eligible to Federal participation) is divided into two columns as follows:

1. One total amount for that portion of the grant allowed for all children in each family budget unit eligible to Federal participation, and

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-15 CLAIM FOR NON-COUNTY-OR NON-COUNTY-NON-FEDERAL CASES
OAS, ANB, APSB, ANC

627-15

In cases which have been receiving aid on a non-county or non-county-non-federal basis, State participation shall be claimed on the same basis for the full month when county residence of one year is acquired during a month (six months for ANB and APSB recipients who became blind while residents of the State). If the required county residence is completed on the first day of a month the county shall assume its share of the aid for the full month and shall claim accordingly. (W&IC 1512, 1560, 2140, 3075, 3460)

EXAMPLE A: AN AGED PERSON MOVED TO THE COUNTY WITH INTENT TO RESIDE ON JANUARY 15. OAS IS GRANTED TO BEGIN ON JUNE 1 ON A NON-COUNTY BASIS. ONE YEAR'S COUNTY RESIDENCE IS ACQUIRED ON JANUARY 15 OF THE NEXT YEAR. REIMBURSEMENT IS CLAIMED ON A NON-COUNTY BASIS FOR THE FULL MONTH OF JANUARY, THE COUNTY ASSUMING ITS SHARE OF THE AID BEGINNING FEBRUARY 1.

EXAMPLE B: A PERSON WHO BECAME BLIND WHILE A RESIDENT OF THE STATE MOVES TO THE COUNTY WITH INTENT TO RESIDE ON JANUARY 1. ANB IS GRANTED TO BEGIN ON APRIL 1 ON A NON-COUNTY BASIS. SIX MONTHS' COUNTY RESIDENCE IS ACQUIRED ON JULY 1 AND THE COUNTY ASSUMES ITS SHARE OF THE AID ON JULY 1.

(SEE SECS. 627-00, DEFINITION OF TYPES OF CASES WITH RESPECT TO FINANCIAL PARTICIPATION BY FEDERAL, STATE OR COUNTY GOVERNMENT, 627-10, CHART OF FINANCIAL PARTICIPATION IN GRANTS OF AID, 122-00, COUNTY RESIDENCE--GENERAL, 122-05, COUNTY RESIDENCE, 122-10, ANC DETERMINATION OF COUNTY OF RESIDENCE, 122-15, NON-COUNTY RESIDENCE, AND 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)

627-20 APPORTIONMENT OF GRANTS ON PAY ROLLS OR CLAIMS
OAS, ANB, APSB, ANC

627-20

The Federal and State shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, B1, CA 802) which is self-explanatory. (SEE SEC. 626-20, FORMS USED IN AID CLAIMS.) In county institutional and BHI claims, the Aid Affidavits (Form Ag, B1 800-H and CA 800-BHI) also serve as the recapitulation sheets. (W&IC 1560, 2140, 3075, 3460)

OAS, ANB, APSB

VOUCHER AID PAY ROLLS (Forms Ag, B1 801) are composed of:

1. Regular cases for which no designation is necessary. The total grant and the amount in excess of \$45 shall be shown. (SEE CASES NOS. 1, 3, 5, 7, 8, 11, AND 12, FORM AG 801 AND NOS. 1, 2, 4, 8, AND 10, FORM BL 801.)*
2. Non-county cases--designated by one asterisk (*) or the term "non-county." The total grant and the amount in excess of \$45 shall be shown. The Federal and State shares may be extended to the corresponding columns. (SEE CASES NOS. 2 AND 4, FORM AG 801, AND NOS. 3 AND 6, FORM BL 801.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

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627-20 (Continued)

627-20

computation is made to determine the actual Federal basis for the eligible child/children. The budget deficiency (warrant amount) and the basis for Federal participation are reported on the Certificate of Verification of Eligibility (Form CA 201) or Notice of Change (Form CA 232). On the pay roll these same amounts are reported in their respective columns; the basis for State participation for the eligible child/children is the same amount as the basis for Federal participation; and the basis for State participation for the ineligible child/children is the difference between the ANC grant and the amount allocated to the eligible child/children.

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF FIVE CHILDREN, THREE OF WHOM ARE ELIGIBLE TO FEDERAL PARTICIPATION AND TWO OF WHOM ARE NOT ELIGIBLE FOR FEDERAL PARTICIPATION. BECAUSE OF LOW RENTAL THE TOTAL BUDGETARY NEED IS ONLY \$120. THE THREE ELIGIBLE CHILDREN RECEIVE OASI BENEFITS OF \$45 A MONTH. THE TOTAL BUDGETARY DEFICIENCY IS \$75 AND AID IS GRANTED IN THAT AMOUNT. THE ALLOWANCE FOR FOOD, CLOTHING AND PERSONAL NEEDS OF THE INELIGIBLE CHILDREN IS \$40, LEAVING A BALANCE OF \$35 TO BE ALLOCATED TO THE ELIGIBLE CHILDREN. (SEE CASE NO. 4, FORM CA 801)*

- E. When, by using the method prescribed in B, the apportionment to the ineligible child exceeds \$22.50, then the excess is apportioned to the eligible children so that the maximum reimbursement of State funds may be claimed.

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF FOUR CHILDREN, THREE OF WHOM ARE ELIGIBLE FOR FEDERAL PARTICIPATION AND ONE OF WHOM IS NOT ELIGIBLE FOR FEDERAL PARTICIPATION. THE TOTAL GRANT FOR THE FAMILY IS \$91.40. OF THIS TOTAL GRANT \$68.90 IS APPORTIONED TO THE ELIGIBLE CHILDREN AND \$22.50 TO THE INELIGIBLE CHILD. (SEE CASE NO. 5, FORM CA 801)*

- F. When a family budget unit is composed of only one child, or when all of the children in a family have the same status with respect to Federal participation, no apportionment is made. The total basis for state participation for the family budget unit is shown as eligible if all the children are eligible for Federal participation, or as ineligible if all of the children are ineligible for Federal participation. (See Cases Nos. 6, 8, 9, 10, 11, 12, 13, 14, 15 and 16, Form CA 801.)* (W&IC 1560; FSS-ADMIN.)

(See Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government.)

BHI AID PAY ROLLS (Form CA 801-BHI) do not include children eligible for Federal participation. (SEE SEC. 626-00, METHOD OF CLAIMING PARTICIPATION BY FEDERAL AND STATE GOVERNMENTS.) The Warrant Amount and the Basis for State Participation are extended to the corresponding columns.

The Basis for State Participation (the total amount paid, excluding that portion of any warrant amount which exceeds \$22.50 per child) is divided into two columns as follows:

1. Amounts for children having one or more years' county residence. (See Cases Nos. 1, 3, 4 and 5, Form CA 801-BHI.)*
2. Amounts for children who do not have one year's county residence. (See Cases Nos. 2, and 6, Form CA 801-BHI.)* (W&IC 1560)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-20 (Continued)

627-20

2. One total amount for that portion of the grant allowed for all children in each family budget unit ineligible to Federal participation.

In making this separation, the following rules are observed:

- A. When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to Federal participation, and the grant equals or exceeds the maximum basis for state participation, the maximum state basis for the eligible children and the maximum state basis for the ineligible children is allocated on the payroll. (SEE CASES NOS. 1, 6, 7, AND 15, FORM CA 801)*

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE TO FEDERAL PARTICIPATION. THE GRANT FOR THIS FAMILY IS \$100.00. THE MAXIMUM BASIS FOR STATE PARTICIPATION IS \$90.00, \$67.50 OF WHICH IS THE MAXIMUM FOR THE ELIGIBLE CHILDREN, AND \$22.50 OF WHICH IS THE MAXIMUM FOR THE INELIGIBLE CHILD. ALLOCATION IS MADE ACCORDINGLY ON THE PAYROLL. (SEE CASE NO. 1, FORM CA 801)*

- B. When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to Federal participation, and the grant is less than the maximum basis for state participation, the grant is divided proportionately among the eligible and ineligible children, except as stated in C, D and E:

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE FOR FEDERAL PARTICIPATION. THE GRANT FOR THIS FAMILY IS \$61.50. TWO THIRDS OR \$41 IS APPORTIONED TO THE TWO ELIGIBLE CHILDREN, AND ONE-THIRD OR \$20.50 IS APPORTIONED TO THE INELIGIBLE CHILD. (SEE CASE NO. 2, FORM CA 801)*

- C. When, by using the method prescribed in B, the apportionment to the eligible children is less than the maximum amount in which the Federal Government participates (\$39 for two children, \$54 for three children, \$69 for four children, etc.), then the maximum amount upon which the Federal Government participates is apportioned to the eligible children and the remainder of the grant is apportioned to the ineligible children, except as stated in D:

EXAMPLE: A FAMILY BUDGET UNIT CONSISTS OF FIVE CHILDREN, THREE OF WHOM ARE ELIGIBLE FOR FEDERAL PARTICIPATION AND TWO OF WHOM ARE NOT ELIGIBLE FOR FEDERAL PARTICIPATION. THE TOTAL GRANT FOR THIS FAMILY IS \$60. OF THIS TOTAL GRANT, \$54 (THE BASIS FOR FEDERAL PARTICIPATION FOR THREE ELIGIBLE CHILDREN) IS APPORTIONED TO THE ELIGIBLE CHILDREN, AND THE REMAINDER, \$6, IS APPORTIONED TO THE TWO INELIGIBLE CHILDREN. (SEE CASE NO. 3, FORM CA 801)*

- D. When the budgetary needs of the family budget unit less food, clothing, and personal needs of the ineligible child/children in the family budget unit, less any income specifically designated for the eligible children, are less than the maximum basis for Federal participation (\$24 for one child, \$39 for two children, \$54 for three children, etc.), a separate

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms

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627-25 (Continued)

627-25

If the recipient entered the county institution on October 1 or there-after the state's share of the assistance payment made in the month of admission must be determined on the basis of the portion of the payment which exceeds the amount contributed by the Federal government under the Federal participation plan as effective October 1, 1946.

EXAMPLE D: AN OAS RECIPIENT RECEIVED \$50 IN SEPTEMBER AND WAS INCREASED TO \$55 ON OCTOBER 1. HE ENTERED THE COUNTY HOSPITAL ON OCTOBER 11, 1946. THE \$55 GRANT RECEIVED IN THE MONTH THE RECIPIENT WAS ADMITTED WAS SHARED AS FOLLOWS: FEDERAL - \$25; STATE - \$25; COUNTY - \$5. THE AMOUNT TO BE CLAIMED BY THE COUNTY ON THE INSTITUTIONAL CLAIM WILL BE THE STATE SHARE OR \$25.

EXAMPLE E: AN OAS RECIPIENT RECEIVED \$45 IN SEPTEMBER AND RECEIVED \$50 ON OCTOBER 1. HE ENTERED THE HOSPITAL ON OCTOBER 11. THE \$50 GRANT RECEIVED IN THE MONTH OF ADMISSION IS SHARED AS FOLLOWS: FEDERAL - \$25; STATE - \$20.83; COUNTY - \$4.17. THE AMOUNT TO BE CLAIMED ON THE INSTITUTIONAL CLAIM WILL BE \$20.83

EXAMPLE F: AN ANB RECIPIENT WAS RECEIVING A GRANT OF \$60 A MONTH WHEN HE ENTERED THE COUNTY HOSPITAL AFTER THE FIRST OF OCTOBER 1946. THE \$60 GRANT WAS SHARED AS FOLLOWS: FEDERAL - \$25; STATE - \$17.50; COUNTY - \$17.50. THE AMOUNT TO BE CLAIMED BY THE COUNTY ON THE INSTITUTIONAL CLAIM WILL BE THE STATE'S SHARE, OR \$17.50.

In regular cases only the total amount of aid which the person was receiving at the time of his entrance into the county institution and the basis for state share are reported on Form Ag, Bl 801-H, Claim for State Aid for Care of former OAS/ANB Recipients in County Institution. The actual amount due from the state in regular cases is not computed on individual cases but is computed on a total basis for all such cases on Form Ag, Bl 800-H, Aid Affidavit. In non-county cases the total amount and the actual state share is reported for each case on Form Ag, Bl 801-H and the total of the state share for all such cases is carried forward on Form Ag, Bl 800-H.

The method for computing the basis for the state share in regular cases and the state share in non-county cases is as follows:

- (1) When county institutional subvention is claimed for the full month, the basis for the state share in regular cases and the actual state share in non-county cases is the total amount of aid the person was receiving at the time of his entrance into the county institution, less the amount that was the Federal share of aid in the month during which he entered the institution.

EXAMPLE G: \$55 OAS WAS BEING PAID WHEN RECIPIENT ENTERED COUNTY INSTITUTION. CLAIM FOR COUNTY INSTITUTIONAL CARE IS BEING MADE FOR THE FULL MONTH. \$25 WAS THE FEDERAL SHARE OF OAS. THE DIFFERENCE BETWEEN \$55 AND \$25, OR \$30, IS THE BASIS FOR STATE SHARE IN A REGULAR CASE ON THE INSTITUTIONAL CLAIM. THE ACTUAL STATE SHARE (NOT REPORTED ON FORM AG 801-H) IS $\frac{5}{6}$ OF \$30 OR \$25. THE ENTIRE AMOUNT OF \$30 IS THE STATE SHARE FOR A NON-COUNTY CASE AND IS REPORTED ON FORM AG 801-H. (SEE CASES NOS. 1 AND 2, FORM AG 801-H.)*

EXAMPLE H: \$60 ANB WAS BEING PAID WHEN RECIPIENT ENTERED COUNTY INSTITUTION. CLAIM FOR COUNTY INSTITUTIONAL CARE IS BEING MADE FOR THE FULL MONTH. \$25 WAS THE FEDERAL SHARE OF ANB. THE DIFFERENCE BETWEEN \$60 AND \$25, OR \$35, IS THE BASIS FOR STATE SHARE IN A REGULAR CASE ON THE INSTITUTIONAL CLAIM. THE ACTUAL STATE SHARE (NOT REPORTED ON FORM BI 801-H) IS $\frac{1}{2}$ OF \$35 OR \$17.50. THE ENTIRE AMOUNT OF \$35 IS THE STATE SHARE FOR A NON-COUNTY CASE AND IS REPORTED ON FORM BI 801-H. (SEE CASES NOS. 1 AND 2, FORM BI 801-H.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

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627-25 COUNTY INSTITUTIONAL CLAIM UNDER W&IC, SECS. 2160.7 AND 3044.1
OAS, ANB

627-25

County Institutional Claims cover state payments to counties for medical, hospital, or infirmary care extended to former recipients of OAS or ANB in county institutions. (SEC. 165-00, PAYMENT TO COUNTY UNDER W&IC SECS. 2160.7 AND 3044.1). Only one claim for each month should be filed. It should include the names of all persons receiving care in the county institution during the current month provided they were eligible to and were receiving aid at the time of admission. County institutional subvention is paid only after aid to the individual has been discontinued. It continues until the end of the month in which the person leaves the institution except when aid is restored during the month in which the person leaves the institution. In the latter instance the institutional subvention is paid only up to the date on which aid is restored. There shall be no overlapping of aid to the individual and county institutional subvention.

EXAMPLE A: AN ANB RECIPIENT ENTERS COUNTY INSTITUTION ON OCTOBER 15 AND AID IS DISCONTINUED DECEMBER 31. COUNTY INSTITUTIONAL SUBVENTION BEGINS JANUARY 1. PERSON DIES MARCH 17. COUNTY INSTITUTION SUBVENTION IS CLAIMED FOR THE ENTIRE MONTHS OF JANUARY, FEBRUARY, AND MARCH.

EXAMPLE B: OAS RECIPIENT ENTERS COUNTY INSTITUTION ON SEPTEMBER 14. AID IS DISCONTINUED NOVEMBER 30. COUNTY INSTITUTIONAL SUBVENTION BEGINS DECEMBER 1. PERSON LEAVES COUNTY INSTITUTION JANUARY 17 AND OAS IS RESTORED ON THAT DATE. COUNTY INSTITUTIONAL SUBVENTION IS CLAIMED FOR THE ENTIRE MONTH OF DECEMBER AND FOR 16 DAYS IN JANUARY. OAS IS PAID FOR 15 DAYS IN JANUARY AND REIMBURSEMENT IS CLAIMED ON THE OAS CLAIM.

The change in Federal participation, effective October 1, 1946, in no way affects the state's share in any assistance payment made prior to that date. Therefore if the recipient entered the county institution prior to October 1, there is no change in the amount of institutional subvention to be claimed for October or subsequent months.

EXAMPLE C: AN OAS RECIPIENT RECEIVING A GRANT OF \$50 ENTERED THE COUNTY HOSPITAL ON JUNE 11, 1946. PARTICIPATION WAS AS FOLLOWS: FEDERAL - \$20; STATE - \$25; COUNTY - \$5. BEGINNING SEPTEMBER 1 INSTITUTIONAL SUBVENTION IN THE AMOUNT OF \$25 WAS CLAIMED. THE AMOUNT TO BE CLAIMED FOR OCTOBER AND SUBSEQUENT MONTHS REMAINS THE SAME. (NO CHANGE HAS RESULTED DUE TO THE OCTOBER 1 INCREASE IN FEDERAL PARTICIPATION.)

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627-30 FEDERAL PARTICIPATION
OAS, ANB, ANC

627-30

Basis for Federal Participation and Actual Federal Share:OAS, ANB

In OAS and ANB the maximum basis for Federal participation is \$45. (There is no Federal participation in the APSB program.) The actual Federal share is: $\frac{2}{3}$ of \$15, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over \$45) and \$15. If the grant is less than \$15, $\frac{1}{2}$ of the difference between the grant and \$15 is deducted from $\frac{2}{3}$ of \$15. The maximum Federal share is \$25.

The short formula for computing the Federal share is: $\frac{1}{2}$ the amount paid (not counting excess over \$45) plus \$2.50.

Example A: OAS grant \$55 - Federal basis \$45, or, ANB grant \$60 - Federal basis \$45.

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$45-\$15) \$30	15.00
	Federal share	\$25.00
Short formula	$\frac{1}{2}$ of \$45	\$22.50
	Plus	2.50
	Federal share	\$25.00

Example B: Grant \$12 - Federal basis \$12

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$12-\$15) minus \$3	-1.50
	Federal share	\$ 8.50
Short formula	$\frac{1}{2}$ of \$12	\$ 6.00
	Plus	2.50
	Federal share	\$ 8.50

Example C: Grant \$4 - Federal basis \$4

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$4-\$15) minus \$11	-5.50
	Federal share	\$ 4.50
Short formula	$\frac{1}{2}$ of \$4	\$ 2.00
	Plus	2.50
	Federal share	\$ 4.50

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627-25 (Continued)

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- (2) When county institutional subvention is claimed for a portion of the month and the remainder of the month is claimed on the aid claim, the basis for state share in regular cases and the actual state share in non-county cases on the institutional claim is the full month's basis (computed as in item 1) prorated for the number of days the person remains in the institution.

EXAMPLE I: AN OAS RECIPIENT RECEIVING A GRANT OF \$50 ENTERS THE COUNTY HOSPITAL IN JUNE 1946, WHERE HE REMAINS UNTIL JANUARY 17, 1947, WHEN HE IS DISCHARGED AND OAS IS RESTORED AT THE RATE OF \$55. ON THE COUNTY INSTITUTIONAL CLAIM FOR JANUARY, 1947, THE TOTAL AMOUNT IS REPORTED AS \$50. THE BASIS FOR STATE SHARE FOR 16 DAYS IN A REGULAR CASE AND ACTUAL STATE SHARE FOR 16 DAYS IN A NON-COUNTY CASE IS \$15.48. (\$50 = \$20 THAT WAS THE FEDERAL SHARE OF OAS = $\$30 \times 16/31 = \15.48 .) THE ACTUAL STATE SHARE IN A REGULAR CASE (NOT REPORTED ON FORM AG 801-H) IS $5/6$ OF \$15.48, OR \$12.90. (SEE CASE NO. 12, FORM AG 801, AND CASES NOS. 3 AND 4, FORM AG 801-H.)*

EXAMPLE J: AN ANB RECIPIENT RECEIVING A GRANT OF \$60 ENTERS THE COUNTY HOSPITAL IN OCTOBER, 1946, WHERE HE REMAINS UNTIL APRIL 18, 1947, WHEN HE IS DISCHARGED AND ANB IS RESTORED AT THE RATE OF \$60. ON THE COUNTY INSTITUTIONAL CLAIM FOR APRIL, 1947, THE TOTAL AMOUNT IS REPORTED AS \$60. THE BASIS FOR STATE SHARE FOR 17 DAYS IN A REGULAR CASE AND ACTUAL STATE SHARE FOR 17 DAYS ON A NON-COUNTY CASE IS \$19.83 (\$60 = \$25 THAT WAS THE FEDERAL SHARE OF ANB = $\$35 \times 17/30 = \19.83). THE ACTUAL STATE SHARE IN A REGULAR CASE (NOT REPORTED ON FORM BI 801-H) IS $1/2$ OF \$19.83, OR \$9.92. (SEE CASE NO. 12, FORM BI 801, AND CASES NOS. 3 AND 4, FORM BI 801-H.)*

(W&IC 2020, 2021.01, 2140, 2160.7, 2187.01, 3044.1, 3075, 3084; AGO NS5240, NS5350)

For further information on this subject see:

- Sec. 164-10, Eligibility During Hospitalization
- Sec. 165-00, Payment to County Under W&IC, Secs. 2160.7 & 3044.1
- Sec. 165-05, Definition of County Institution Under W&IC, Secs. 2160.7 and 3044.1
- Sec. 165-15, Basis for State Payment--County Institutional Claim Under W&IC Secs. 2160.7 and 3044.1

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-30 (Continued)

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The actual Federal share is: $\frac{2}{3}$ of \$9 for each eligible child, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over \$24 for the first eligible child and \$15 for each other eligible child) and \$9 for each eligible child. If the amount paid is less than \$9 for each eligible child, $\frac{1}{2}$ the difference is deducted from $\frac{2}{3}$ of \$9 for each child. The maximum Federal share is \$13.50 for one child and \$9 for each additional child.

The short formula for computing the Federal share is: $\frac{1}{2}$ the amount paid (not counting excess over \$24 for one child and \$15 for each additional eligible child in the family budget unit) plus \$1.50 for each child.

Example D: One eligible child - grant \$36 - Federal basis \$24.

Regular formula	$\frac{2}{3}$ of \$9	\$ 6.00
	$\frac{1}{2}$ of (\$24-\$9) \$15	7.50
	Federal share	\$13.50
Short formula	$\frac{1}{2}$ of \$24	\$12.00
	Plus	1.50
	Federal share	\$13.50

Example E: Two eligible children - grant \$67.50 - Federal basis \$39.

Regular formula	2 children x \$9 =	
	\$18 x $\frac{2}{3}$	\$12.00
	$\frac{1}{2}$ of (\$39-\$18) \$21	10.50
	Federal share	\$22.50
Short formula	$\frac{1}{2}$ of \$39	\$19.50
	Plus 2 children x \$1.50	3.00
	Federal share	\$22.50

Example F: Three eligible children - grant \$25 - Federal basis \$25.

Regular formula	3 children x \$9 =	
	\$27 x $\frac{2}{3}$	\$18.00
	$\frac{1}{2}$ of (\$25-\$27) minus \$2	-1.00
	Federal share	\$17.00
Short formula	$\frac{1}{2}$ of \$25	\$12.50
	Plus 3 children x \$1.50	4.50
	Federal share	\$17.00

Prior to October 1, 1946, the maximum basis for Federal participation was \$18 for one child and \$12 for each additional eligible child in a family budget unit. The actual Federal share was one-half the amount paid up to the maximum Federal basis (the maximum share being \$9 for one child and \$6 for each additional child). Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (See Sec. 626-50, SUPPLEMENTAL AID CLAIMS.)

(Section Continued on Next Page)

627-30 (Continued)

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Prior to October 1, 1946, the maximum basis for Federal participation was \$40. The actual Federal share was one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which met Federal eligibility requirements. Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (See SEC. 626-50, SUPPLEMENTAL AID CLAIMS.)

When a supplemental payment is made covering aid for October, 1946, and subsequent months, special care is needed in computing the Federal share. For example, an OAS case receives \$40 in October, 1946, and in November receives a \$10 supplemental payment applicable to October. The principle of computation may be illustrated as follows:

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Total for October	\$50.00	\$25.00	\$20.83	\$ 4.17
First payment for October	40.00	22.50	14.58	2.92
Supplemental payment	\$10.00	\$ 2.50	\$ 6.25	\$ 1.25

In other words, the Federal Government shares in one-half of that part of the supplemental payment necessary to bring the total payment to the individual to \$45, or up to the total amount paid for the month if less than \$45. (In the above example: \$45-\$40 first payment = \$5 x 1/2 = \$2.50.) (W&IC 2186,3087;FSS-Act)

ANC

In determining the maximum basis on which the Federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$24 for one child and \$15 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for Federal participation is \$24; if there are two eligible children in the family budget unit, the maximum basis for Federal participation is \$39; if there are three eligible children, the maximum basis is \$54, etc.

(Section Continued on Next Page)

627-30 (Continued)

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3. When the beginning date of aid originally established on an application is not in accordance with the legal provisions of the W&IC and a subsequent corrective action is taken beginning aid at an earlier date. The Federal government participates providing the retroactive aid is not for a month(s) prior to the month of the original action and further providing that the corrective action is taken and the warrant is delivered by the end of the second month following that in which the original action was taken.

EXAMPLE G: AN OAS APPLICATION WHICH WAS SIGNED ON JULY 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 15, AID TO START EFFECTIVE OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF W&IC SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1. THERE IS FEDERAL PARTICIPATION IN THE WARRANT ISSUED IN NOVEMBER FOR SEPTEMBER AS THERE WOULD HAVE BEEN NO RETROACTIVE INITIAL PAYMENT IF THE ORIGINAL ACTION IN SEPTEMBER HAD BEEN CORRECT.

EXAMPLE H: AN OAS APPLICATION WHICH WAS SIGNED ON JUNE 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON OCTOBER 15, AID TO BEGIN OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF W&IC SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1. THERE IS NO FEDERAL PARTICIPATION IN THE AID PAID IN NOVEMBER FOR SEPTEMBER AS THE ORIGINAL BOARD OF SUPERVISORS ACTION OCCURRED IN OCTOBER. HAD AID BEEN CORRECTLY APPROVED FROM SEPTEMBER 1 IN OCTOBER, THERE WOULD HAVE BEEN NO FEDERAL PARTICIPATION AS THE INITIAL PAYMENT WOULD HAVE BEEN RETROACTIVE.

Federal participation is available for retroactive aid in the following situations (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY).

4. Increased Payment

When a payment of aid has been made in accordance with the authorized award and is later found to be less than the amount to which the recipient (or child or children in ANC) was eligible. The Federal government participates in additional payments authorized and delivered before the end of the second month following that in which the underpayments occurred.

5. Correction of Erroneous Payment

- a. When a payment in a particular month is made for less than the authorized award for that month and the error is corrected by delivery of an additional warrant within a three-month period, including the month in which the erroneous payment was made. No action of the board of supervisors is necessary.

EXAMPLE I: THE AUTHORIZED AWARD FOR JANUARY IS \$40. THROUGH ERROR ONLY \$30 IS PAID ON JANUARY 1. THE ADDITIONAL \$10 MAY BE PAID LATER IN JANUARY, IN FEBRUARY OR NOT LATER THAN MARCH 31. NO CHANGE IN THE AWARD IS MADE TO CORRECT THE UNDERPAYMENT.

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627-30 (Continued)

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When a supplemental payment is made covering aid for October, 1946, and subsequent months, special care is needed in computing the Federal share. For example, a one child eligible to Federal case received \$20 in October, 1946, and in November receives a \$19.50 supplemental payment applicable to October. The principle of computation may be illustrated as follows:

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Total for October	\$39.50	\$13.50	\$15.00	\$11.00
First Payment for October	20.00	11.50	5.67	2.83
Supplemental Payment	\$19.50	\$ 2.00	\$ 9.33	\$ 8.17

In other words, the Federal government shares in one-half of that part of the supplemental payment necessary to bring the total payment to the one child to \$24, or up to the total amount paid for the month if less than the maximum Federal basis. (In the above example: \$24 - \$20 first payment = \$4 x 1/2 = \$2.) (W&IC 1553, 1560; FSS-ACT)

When one or more children of a family group have non-county status and the remaining children have regular status, the \$24 basis for Federal participation is allocated to a child having regular status. (SEE CASE NO. 7, FORM CA 801.)* (W&IC 1556, 1560)

When Federal Participation is Available:

OAS, ANB, ANC

The first payments made on new applications and restorations are initial payments. Federal participation is available in initial payments provided the board of supervisors' action occurs within the month for which the aid is granted and the warrant is delivered prior to the end of the second month following the month for which the aid is granted. Federal participation is also available in initial payments as follows:

1. In appeal cases granted by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, plus the month during which the appeal was signed and the two preceding months.
2. When an application for aid has been improperly denied and such action is later rescinded. The Federal government participates in the payment for the month in which the rescinding action was taken (and the payment was delivered) and the two preceding months (SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN).

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

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627-30 (Continued)

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EXAMPLE M: APPLICATION FOR ANB OR ANC IS SIGNED ON AUGUST 5. THE 90-DAY INVESTIGATION PERIOD EXPIRES NOVEMBER 3. DETERMINATION THAT APPLICANT OR CHILD IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL JANUARY 10, WHEN AID IS APPROVED TO BEGIN NOVEMBER 1, THE FIRST OF THE MONTH DURING WHICH THE 90-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE ANB OR ANC PAYMENTS MADE IN JANUARY FOR NOVEMBER AND DECEMBER.

In ANC when reimbursement is claimed retroactively for an additional child/children, but no retroactive payment is made because the full budgetary needs of the additional child/children were met in the original grant for the family unit, Federal participation is available if the investigation is completed within three months from the beginning date of aid for the additional child/children. (SEE ITEM I IN SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) (FSS3)

EXAMPLE N: APPLICATION IS SIGNED IN JUNE FOR 3 CHILDREN. INVESTIGATION IS COMPLETED IN AUGUST FOR TWO OF THE CHILDREN, AND AID IS GRANTED EFFECTIVE AUGUST 1 FOR THESE TWO CHILDREN. THE WARRANT COVERS THE FULL BUDGET DEFICIENCY. INVESTIGATION FOR THE ADDITIONAL CHILD IS COMPLETED IN NOVEMBER AND BOARD OF SUPERVISORS' ACTION IS TAKEN IN THAT MONTH. STATE PARTICIPATION IS ALLOWED RETROACTIVELY FROM SEPTEMBER 1, AS THE 90-DAY PERIOD ENDED IN SEPTEMBER. SINCE THE INVESTIGATION FOR THE ADDITIONAL CHILD WAS COMPLETED WITHIN THREE MONTHS FROM THE BEGINNING DATE OF AID FOR THAT CHILD (SEPTEMBER 1), FEDERAL PARTICIPATION IS AVAILABLE FROM SEPTEMBER 1.

IN THE SAME SITUATION, IF THE INVESTIGATION HAD NOT BEEN COMPLETED UNTIL DECEMBER (MORE THAN 3 MONTHS FROM BEGINNING DATE OF AID FOR THE ADDITIONAL CHILD), FEDERAL PARTICIPATION WOULD NOT BE AVAILABLE UNTIL DECEMBER 1.

Hospitalization:

Federal participation is available for a recipient (in ANC the child for whom aid is granted) receiving medical or surgical care in a public institution until the end of the month following that in which the recipient is admitted to the hospital. Exception: Federal participation in two monthly payments is available when determination has been made that the hospitalization is for a temporary period. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION.)

EXAMPLE O: AN OAS RECIPIENT IS ADMITTED TO COUNTY HOSPITAL AUGUST 10. AID IS PAID FOR SEPTEMBER AND OCTOBER BECAUSE ON THE FIRST OF EACH MONTH HE HAS NOT BEEN IN THE HOSPITAL FOR TWO CALENDAR MONTHS. IF A DETERMINATION IS MADE THAT HOSPITALIZATION WILL BE TEMPORARY, THERE IS FEDERAL PARTICIPATION IN BOTH THE SEPTEMBER AND OCTOBER PAYMENTS. IF, HOWEVER, HOSPITALIZATION IS NOT DETERMINED TO BE TEMPORARY, FEDERAL REIMBURSEMENT IS AVAILABLE ONLY THROUGH THE MONTH OF SEPTEMBER.

Guardianship:

In OAS and ANB, there is no Federal participation in payments made to a guardian who is an employee of the SDMH. (SEE SEC. 230-60, GUARDIANSHIP.)

References to Other Manual Sections:

For further discussion of Federal participation see Secs. 627-45, Partial Months' Claims--Bases for State and Federal Participation; 627-80, Federal Participation on Children Between Ages of 16 and 18 years; 627-85, Federal Participation When an Additional Child Becomes Eligible for Aid During Month; 627-90, Two or More Family Budget Units in One Household; and 628-00, Payees Eligible Under Social Security Act. (W&C 1553, 1560, 2140, 2186, 3075, 3087; FSS-ADMIN.)

627-30 (Continued)

627-30

b. When a payment is made in excess of the authorized award. The Federal government participates in the excess payment only if the amount of the excess is taken into consideration in the payment for either of the two months following the month in which the overpayment was made. No action of the board of supervisors is necessary.

EXAMPLE J: THE AUTHORIZED AWARD IN OAS IS \$40. THROUGH ERROR \$50 IS PAID IN JANUARY. IN FEBRUARY OR MARCH \$10 LESS THAN THE AUTHORIZED AWARD IS PAID TO ADJUST FOR THE \$10 OVERPAYMENT IN JANUARY. NO CHANGE IN THE AWARD IS MADE TO CORRECT THE OVERPAYMENT. A LETTER NOTIFYING THE SDSW OF THE ERROR AND THE MONTH IN WHICH THE ADJUSTMENT IS TO BE MADE WILL ASSURE FULL FEDERAL PARTICIPATION IN THE MAXIMUM BASIS OF \$80 FOR THE TWO MONTHS.

6. Delayed Payment

When a grant of aid has been properly authorized but either the issuance or release of the warrant has been delayed in such situations as Items 3 through 8 in Sec. 361-25, Retroactive Aid Payments by County. The Federal government participates provided the payment is released within the two months following the month for which delivery was withheld.

7. Payment with Respect to an Erroneous Discontinuance

When an erroneous discontinuance is later rescinded. The Federal government participates in the payment for the month in which the rescinding action is taken (and the payment is delivered) and the two preceding months.

8. Appeals to SSWB

When a retroactive payment has been made to adjust an appeal which has been filed, but not yet heard by the SSWB, or to carry out an appeal decision by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, in addition to the month during which the appeal was signed and the two preceding months.

Federal participation is not available for retroactive payments for any months between the expiration of the investigation period and the month(s) in which assistance is authorized except when aid has been improperly denied and such action is later rescinded. (SEE SEC. 611-70, RETROACTIVE INITIAL PAYMENTS, AND 626-50, SUPPLEMENTAL AID CLAIMS.)

EXAMPLE K: REQUEST FOR RESTORATION OF OAS AFTER DISCONTINUANCE DUE TO EMPLOYMENT IS MADE ON MARCH 16. THE 30-DAY INVESTIGATION PERIOD EXPIRES APRIL 15, BUT DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL MAY 5, WHEN AID IS GRANTED TO BEGIN APRIL 1, THE FIRST OF THE MONTH DURING WHICH THE 30-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENT MADE IN MAY FOR APRIL.

EXAMPLE L: APPLICATION FOR OAS IS SIGNED ON SEPTEMBER 25. THE 60-DAY INVESTIGATION PERIOD EXPIRES ON NOVEMBER 24. DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL FEBRUARY 5, WHEN THEY GRANT AID TO BEGIN DECEMBER 1, THE FIRST OF THE MONTH FOLLOWING THE EXPIRATION OF THE 60-DAY PERIOD. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENTS MADE IN FEBRUARY FOR DECEMBER AND JANUARY.

(Section Continued on Next Page)

627-45 (Continued)

627-45

In an ANC case for which a partial month's claim is made, the basis for Federal participation is the same as the basis for state participation for the children eligible for Federal, not to exceed the Federal maximum. (\$24.00 for one child, \$39 for two children, \$54 for three children, etc.)(W&IC 1510, 1511, 1553, FSS=ACT; FSS=ADMIN.)

EXAMPLE D: WHEN 15 DAYS' AID AT THE RATE OF \$25.00 IN A 30-DAY MONTH, OR \$12.50, IS PAID FOR ONE CHILD IN A BOARDING HOME, \$22.50 IS THE BASIS FOR STATE PARTICIPATION. (SEE CASE NO. 6, FORM CA 801-BHI.)*

EXAMPLE E: WHEN 15 DAYS' AID AT THE RATE OF \$50.00 IN A 30-DAY MONTH, OR \$25.00, IS PAID FOR ONE CHILD INELIGIBLE FOR FEDERAL PARTICIPATION, \$22.50 IS THE BASIS FOR STATE PARTICIPATION. (SEE CASE NO. 15, FORM CA 801.)*

EXAMPLE F: WHEN 10 DAYS' AID AT THE RATE OF \$95 IN A 31-DAY MONTH, OR \$30.65, IS PAID FOR THREE CHILDREN ELIGIBLE FOR FEDERAL, \$30.65 IS THE BASIS FOR BOTH STATE AND FEDERAL PARTICIPATION. (SEE CASE NO. 16, FORM CA 801.)*

EXAMPLE G: WHEN 17 DAYS' AID AT THE RATE OF \$80 IN A 31-DAY MONTH, OR \$43.87 IS PAID FOR THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE FOR FEDERAL AND ONE INELIGIBLE FOR FEDERAL, \$43.87 IS THE BASIS FOR STATE PARTICIPATION AND \$39.00 IS THE BASIS FOR FEDERAL PARTICIPATION. (SEE CASE NO. 17, FORM CA 801.)*

627-50 COMPUTATION OF PAYMENTS WHEN CHILD TRANSFERS BETWEEN A PRIVATE HOME AND BOARDING HOME OR INSTITUTION ANC

627-50

When a child is moved from the home of a relative or legally appointed guardian to a boarding home or institution (or vice versa) during a month, ANC should be computed and claimed as follows:

1. When an amount equaling or exceeding the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when an amount paid in advance or during the month to the relative or guardian for a partial month equals or exceeds the maximum allowable for a full month, a full month's aid is allowed on the voucher claim. No aid is claimed on the BHI claim for that month.

MAXIMUM FOR FULL MONTH
PAID IN ADVANCE TO
RELATIVE

EXAMPLE A: A 15-YEAR-OLD CHILD IS LIVING WITH HIS MOTHER AND THE MONTHLY ANC GRANT IN THE AMOUNT OF \$48.00 IS PAID TO THE MOTHER ON JANUARY 1. ON JANUARY 25, THE CHILD IS PLACED IN A BOARDING HOME. AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$36.00 WITH THE MOTHER SHOWN AS PAYEE. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF THE CHANGE AS FEBRUARY 1.

MAXIMUM FOR PARTIAL
MONTH PAID IN ADVANCE
TO RELATIVE

EXAMPLE B: A 15-YEAR-OLD CHILD LIVING WITH HIS MOTHER AND RECEIVING AID AT THE RATE OF \$48.00 A MONTH IS TO BE PLACED IN A BOARDING HOME ON JANUARY 25. THE CHANGE IS KNOWN IN ADVANCE AND ON JANUARY 1 THE MOTHER IS PAID FOR 24 DAYS IN THE AMOUNT OF \$37.16 ($24/31 \times \48). AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$36.00 WITH THE MOTHER SHOWN AS PAYEE. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF CHANGE AS FEBRUARY 1.

TRANSFER FROM BHI TO
RELATIVE DURING MONTH.
RELATIVE PAID MAXIMUM
FOR PARTIAL MONTH

EXAMPLE C: A 15-YEAR-OLD CHILD LIVING IN A BOARDING HOME IS MOVED ON JANUARY 8 TO HIS MOTHER'S HOME, WHERE AID IS GRANTED AT THE RATE OF \$48.00 A MONTH FROM JANUARY 8. THE MOTHER IS PAID FOR 24 DAYS IN THE AMOUNT OF \$37.16 ($24/31 \times \48). AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$36.00 WITH THE MOTHER SHOWN AS PAYEE. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF CHANGE AS JANUARY 8.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

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627-40 PARTIAL MONTHS' CLAIMS--COMPUTATION OF TOTAL AMOUNTS OAS, ANB, APSB, ANC

627-40

In computation of a partial month's claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

EXAMPLE A: OAS IN THE AMOUNT OF \$50 A MONTH BEGINS ON APRIL 4. AID FOR 27 DAYS IS ALLOWED ($27/30 \times \$50$), MAKING A TOTAL PAYMENT OF \$45.

EXAMPLE B: ANB IN THE AMOUNT OF \$55 A MONTH BEGINS ON MARCH 4. AID FOR 28 DAYS IS ALLOWED ($28/31 \times \$55$), MAKING A TOTAL PAYMENT OF \$49.68.

EXAMPLE C: APSB BEGINS ON FEBRUARY 4 DURING A 28-DAY MONTH AT THE RATE OF \$60 A MONTH. AID FOR 25 DAYS IS ALLOWED ($25/28 \times \$60$), MAKING A TOTAL PAYMENT OF \$53.57.

EXAMPLE D: ANC IN THE AMOUNT OF \$25 A MONTH IS DISCONTINUED ON FEBRUARY 24 DURING A 29-DAY MONTH. AID FOR 24 DAYS IS ALLOWED ($24/29 \times \$25$), MAKING A TOTAL PAYMENT OF \$20.69.

For additional examples, see Sec. 627-50, Computation of Payments When Child Transfers Between a Private Home and Boarding Home or Institution and 627-85, Federal Participation When Additional Child Becomes Eligible During Month (Example c). (W&IC 1511, 1553, 1556, 1559, 1560, 2020, 2140, 2186, 2189, 3075, 3084, 3087, 3087.3, 3460, 3480, 3482)

627-45 PARTIAL MONTHS' CLAIMS--BASES FOR STATE AND FEDERAL PARTICIPATION 627-45 OAS, ANB, APSB, ANC

In an OAS, ANB, and APSB case for which a partial month's claim is made, the bases for both state and Federal participation (no Federal in APSB) are the actual amount of aid paid, the Federal basis not to exceed the maximum of \$45. Federal participation is not prorated. (W&IC 2020, 2021, 2021.001, 2186, 2187, 3025, 3084, 3087, 3420, 3472; FSSB)

EXAMPLE A: WHEN 20 DAYS' AID AT THE RATE OF \$45 IN A 31 DAY MONTH, OR \$29.03 IS PAID TO AN OAS RECIPIENT \$29.03 IS THE BASIS FOR STATE AND FEDERAL PARTICIPATION. (SEE CASE NO. 11, FORM AG 801.)*

EXAMPLE B: WHEN 25 DAYS' AID AT THE RATE OF \$55 IN A 30-DAY MONTH, OR \$45.83, IS PAID TO AN ANB RECIPIENT, \$45.83 IS THE BASIS FOR STATE PARTICIPATION AND \$45 IS THE BASIS FOR FEDERAL PARTICIPATION. (SEE CASE NO. 10, FORM BL 801.)*

EXAMPLE C: WHEN 17 DAYS' AID AT THE RATE OF \$60 IN A 29-DAY MONTH, OR \$35.17, IS PAID TO AN APSB RECIPIENT, \$35.17 IS THE BASIS FOR STATE PARTICIPATION. (NO FEDERAL.) (SEE CASE NO. 11 FORM BL 801.)*

In an ANC case for which a partial month's claim is made, the basis for state participation is the actual amount paid, not to exceed the state maximum for a full month (\$36.00 for one child, \$67.50 for two children, \$99.00 for three children eligible for Federal, etc., and \$22.50 for each child ineligible for Federal), as the actual maximum state share of \$15.00 for each child may be claimed for a portion of a month, as well as for a full month. (\$22.50 for each child not having one year's county residence.)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-50 (Continued)

627-50

TRANSFER FROM BHI TO
RELATIVE. PARTIAL MONTH
PAID TO RELATIVE - LESS
THAN MAXIMUM.

EXAMPLE F: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE IS LIVING IN A BOARDING HOME WHERE AID IS BEING PAID AT THE RATE OF \$35 A MONTH. ON JANUARY 16 THE CHILD IS MOVED TO HIS MOTHER'S HOME WHERE AID IS GRANTED AT THE RATE OF \$33.00 A MONTH EFFECTIVE JANUARY 16. TWO WARRANTS ARE ISSUED - ONE TO THE BOARDING HOME FOR 15 DAYS' AID IN THE AMOUNT OF \$16.94 (15/31 X \$35) AND ONE TO THE MOTHER FOR 16 DAYS' AID IN THE AMOUNT OF \$17.03 (16/31 X \$33). THE TOTAL AMOUNT OF THE PAYMENT OF \$17.03 MADE TO THE MOTHER IS SHOWN ON THE VOUCHER CLAIM AS THE BASES FOR STATE AND FEDERAL PARTICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$10.01 FEDERAL FUNDS AND \$4.68 STATE FUNDS. ONLY \$10.32 STATE SHARE (\$15 MAXIMUM STATE SHARE LESS \$4.68 ALLOWED ON THE VOUCHER CLAIM) MAY BE CLAIMED ON THE BHI CLAIM, MAKING THE BASIS FOR STATE PARTICIPATION \$15.48 (\$10.32 \pm 2/3 OF \$15.48). (SEE CASE NO. 10, FORM CA 801 AND CASE NO. 5, FORM CA 801-BHI.)*

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$ 7.02 AND ON THE BHI CLAIM \$15.48, OR A TOTAL OF \$22.50.

(W&IC 1507, 1510, 1511, 1512, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560; FSS-ADMIN.)

627-80 FEDERAL PARTICIPATION ON CHILDREN BETWEEN AGES OF 16 AND 18 YEARS ANC

627-80

The Federal Government participates in ANC for children between the ages of 16 and 18 years if such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for Federal participation. (SEE SECS. 235-15, VERIFICATION OF REQUIREMENTS FOR FEDERAL PARTICIPATION, 235-20, SCHOOL ATTENDANCE AS REQUIREMENT FOR FEDERAL PARTICIPATION, AND 628-00, PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT.) Federal participation is allowed for the full month in which the sixteenth birthday occurs, even though it has been verified that the child is not attending school. (W&IC 1553, 1560; FSS-ACT)

627-85 FEDERAL PARTICIPATION WHEN AN ADDITIONAL CHILD BECOMES ELIGIBLE FOR AID DURING MONTH ANC

627-85

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all Federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

EXAMPLE A: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AID AT THE RATE OF \$50 ON JANUARY 1. AID IS APPROVED TO BEGIN ON JANUARY 14 FOR AN ADDITIONAL CHILD OF THE SAME FAMILY WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. AID CONTINUES AT THE RATE OF \$50 FOR THE FAMILY, ONE WARRANT IS ISSUED IN THE AMOUNT OF \$50 AND THE BASIS FOR FEDERAL PARTICIPATION FOR THE THREE CHILDREN IS \$50. (SEE CASE NO. 11, FORM CA 801.)*

EXAMPLE B: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AID AT THE RATE OF \$70 (\$67.50 BASIS FOR STATE PARTICIPATION AND \$2.50 COUNTY SUPPLEMENTAL AID). AN ADDITIONAL CHILD BECOMES ELIGIBLE FOR ANC ON JANUARY 13, AND IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. THE MONTHLY BASIS FOR STATE PARTICIPATION IS INCREASED TO \$70 AND ANC IS CONTINUED AT THAT RATE. ONE WARRANT IN THE AMOUNT OF \$70 IS ISSUED. THE BASIS FOR STATE PARTICIPATION FOR THE MONTH OF JANUARY IS \$70.00 AND THE FEDERAL BASIS IS \$54. (SEE CASE NO. 12, FORM CA 801.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-50 (Continued)

627-50

2. When less than the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the maximum reimbursement of state funds is allowed between both the voucher and BHI claims. The voucher claim should show the total amount paid to the relative or guardian and the regular bases for Federal (if eligible for Federal) and state participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for state participation should be only in an amount necessary to effect the maximum state reimbursement in both payments for the month, not to exceed the amount actually paid. The Notice of Change (Form CA 232) should show the effective date of the change of payee and the new monthly rate.

TRANSFER FROM RELATIVE
TO BHI. FULL MONTH PAID
IN ADVANCE TO RELATIVE
LESS THAN MAXIMUM.

EXAMPLE D: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE AND LIVING WITH THE MOTHER IS RECEIVING AID AT THE RATE OF \$28.50 A MONTH. ON JANUARY 16 THE CHILD IS MOVED TO A BOARDING HOME AND THE GRANT IS INCREASED TO \$35. ON JANUARY 1 A WARRANT IS ISSUED TO THE MOTHER FOR THE FULL MONTH IN THE AMOUNT OF \$28.50. AT THE END OF THE MONTH A WARRANT IS ISSUED TO THE BOARDING HOME FOR 16 DAYS' AID IN THE AMOUNT OF \$18.06 ($16/31 \times \35). THE TOTAL AMOUNT OF THE ADVANCE PAYMENT OF \$28.50 IS SHOWN ON THE VOUCHER CLAIM AS THE BASIS FOR STATE PARTICIPATION AND \$28.50 IS SHOWN AS THE BASIS FOR FEDERAL PARTICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$13.50 FEDERAL FUNDS AND \$10 STATE FUNDS. ONLY \$5 STATE SHARE (\$15 MAXIMUM STATE SHARE LESS \$10 ALLOWED ON THE VOUCHER CLAIM) MAY BE CLAIMED ON THE BHI CLAIM, MAKING THE BASIS FOR STATE PARTICIPATION \$7.50 ($\$5 \div 2/3$ OF \$7.50). (SEE CASE NO. 8, FORM CA 801 AND CASE NO. 3, FORM CA 801-BHI.)*

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$15.00 AND ON THE BHI CLAIM \$7.50, OR A TOTAL OF \$22.50.

TRANSFER FROM RELATIVE
TO BHI. PARTIAL MONTH
PAID TO RELATIVE IN
ADVANCE - LESS THAN
MAXIMUM.

EXAMPLE E: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE AND LIVING WITH THE MOTHER IS RECEIVING AID AT THE RATE OF \$33 A MONTH. ON JANUARY 16 THE CHILD IS MOVED TO A BOARDING HOME AND THE GRANT IS DECREASED TO \$30. THIS CHANGE IS KNOWN IN ADVANCE AND ON JANUARY 1 A WARRANT IS ISSUED TO THE MOTHER FOR 15 DAYS' AID IN THE AMOUNT OF \$15.97 ($15/31 \times \33). AT THE END OF THE MONTH A WARRANT IS ISSUED TO THE BOARDING HOME FOR 16 DAYS' AID IN THE AMOUNT OF \$15.48 ($16/31 \times \30). THE TOTAL AMOUNT OF THE ADVANCE PAYMENT OF \$15.97 IS SHOWN ON THE VOUCHER CLAIM AS THE BASES FOR STATE AND FEDERAL PARTICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$9.49 FEDERAL FUNDS AND \$4.32 STATE FUNDS. THE BASIS FOR STATE PARTICIPATION ON THE BHI CLAIM IS THE SAME AS THE WARRANT AMOUNT, \$15.48, RESULTING IN AN ACTUAL CLAIM OF \$10.32 STATE FUNDS ($2/3$ OF \$15.48). THE TOTAL STATE SHARE FOR THE MONTH ON BOTH CLAIMS IS ONLY \$14.64 (\$4.32 ON THE VOUCHER CLAIM PLUS \$10.32 ON THE BHI CLAIM) AS THE AMOUNT PAID TO THE BOARDING HOME IS NOT SUFFICIENT TO ALLOW THE MAXIMUM OF \$15.00 FOR THE MONTH. (SEE CASE NO. 9, FORM CA 801 AND CASE NO. 4, FORM CA 801-BHI.)*

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$6.48 AND ON THE BHI CLAIM \$15.48 OR A TOTAL OF \$21.96.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

628-00 PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT
ANC

628-00

Federal participation is available for ANC only when the child or children are living in the home of the person:

- A. To whom the warrant is issued:
- B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);
- C. Who bears one of the following degrees of relationship:
- | | |
|---|--|
| 1. Father | 16. Brother of the half-blood |
| 2. Adoptive father | 17. Brother-in-law |
| 3. Mother | 18. Half-brother-in-law |
| 4. Adoptive mother | 19. Adoptive brother |
| 5. Grandfather | 20. Sister |
| 6. Grandfather-in-law (meaning the husband by a second marriage of one of the child's natural grandmothers) | 21. Sister of the half-blood |
| 7. Great-grandfather | 22. Sister-in-law |
| 8. Adoptive father of the child's natural parent | 23. Half-sister-in-law |
| 9. Grandmother | 24. Adoptive sister |
| 10. Grandmother-in-law (meaning the wife by a second marriage of one of the child's natural grandfathers) | 25. Step-brother |
| 11. Great-grandmother | 26. Step-brother-in-law |
| 12. Adoptive mother of a child's natural parent | 27. Step-sister |
| 13. Step-father (but not his parents) | 28. Step-sister-in-law |
| 14. Step-mother (but not her parents) | 29. Uncle (of the half- or whole-blood) |
| 15. Brother | 30. Aunt (of the half- or whole-blood) |
| | 31. Uncle-in-law |
| | 32. Aunt-in-law |
| | 33. Great-uncle (including great, great, etc.) |
| | 34. Great-aunt (including great, great, etc.) |
- (W&IC 1560; FSS-ADMIN.)

628-05 REPORTING OF CANCELED AID WARRANTS
OAS, ANB, APSB, ANC

628-05

Any warrants for which claims were allowed by the SDSW, and which are subsequently canceled, shall be reported in their respective items on the Aid Affidavits (Form Ag, B1, CA 800, CA 800-BHI). Detail is shown on the Report of Canceled Warrants (Form Ag, B1, CA 804) which accompanies each respective claim. Current cancelations shall be crossed off the Aid Pay Roll (Form Ag, B1, CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (SEE SECS. 361-33, CANCELATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE, AND 611-90, CANCELATION OF AID WARRANTS.)

(Section Continued on Next Page)

627-85 (Continued)

627-85

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to Federal matching is computed on the basis of each individual warrant.

EXAMPLE C: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING ANC AT THE RATE OF \$55 ON JANUARY 1. THE FAMILY GRANT IS INCREASED TO \$66 ON JANUARY 14, WHEN ANC IS APPROVED TO BEGIN FOR AN ADDITIONAL CHILD OF THE SAME FAMILY, WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. THE METHOD OF ARRIVING AT THE TOTAL PAYMENT FOR THE MONTH IS AS FOLLOWS:

13 DAYS @ \$55	\$23.06
18 DAYS @ \$66	38.32

TOTAL BASIS FOR STATE PARTICIPATION	\$61.38
--	---------

AT THE BEGINNING OF THE MONTH, ONE WARRANT IS DRAWN IN THE AMOUNT OF \$55 FOR THE FIRST TWO CHILDREN, AND IN THE MIDDLE OF THE MONTH A SUPPLEMENTAL WARRANT IN THE AMOUNT OF \$6.38 IS ISSUED TO COVER THE INCREASE FOR THE THIRD CHILD.

THE BASIS FOR FEDERAL PARTICIPATION IS \$39 IN THE FIRST WARRANT OF \$55 ISSUED FOR THE FIRST TWO CHILDREN AND \$6.38 IN THE SUPPLEMENTAL WARRANT ISSUED FOR THE ADDITIONAL CHILD, OR A TOTAL OF \$45.38 FOR THE THREE CHILDREN, INSTEAD OF \$54. (SEE CASE NO. 13, FORM CA 801.)*

ONE WARRANT IN THE AMOUNT OF \$66 IS ISSUED FOR THE NEXT MONTH, IF THE CHILDREN REMAIN ELIGIBLE FOR THE SAME AMOUNT. THE BASIS FOR FEDERAL PARTICIPATION IS \$54. (W&IC 1553, 1511, 1560; FSS-ADMIN.)

627-90 TWO OR MORE FAMILY BUDGET UNITS IN ONE HOUSEHOLD ANC

627-90

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, Federal participation is available on the basis of the amount paid up to a maximum of \$24 for one eligible child in each family, and up to a maximum of \$15 for each of the additional eligible children in each family. (SEE CASE NOS. 5 AND 6, FORM CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, Federal participation is allowed on the basis of the amount paid up to a maximum of \$24 for only one eligible child in the household and up to a maximum of \$15 for each additional eligible child in the same household. (SEE CASE NO. 14, FORM CA 801.)* (W&IC 1553, 1560; FSS-ADMIN.)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

628-10 STATE AUDIT OF AID CLAIMS
OAS, ANB, APSB, ANC

628-10

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of state and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-15 TRANSMITTALS

628-15

OAS, ANB, APSB, ANC

Notices of Change (Form Ag, B1 and CA 232) forwarded to the SDSW shall be accompanied by two copies of a transmittal listing each name, state case number and effective date of change.

Applications (Form Ag, B1 and CA 200) forwarded to the SDSW shall be accompanied by two copies of a transmittal listing names, state case numbers and beginning date of aid. If the state case number is not available, documents will be listed alphabetically.

A separate transmittal will be used for each category of aid and for each board action date. Notices of Change and applications may not be forwarded on the same transmittal. Cases listed on transmittals shall be in state case number order, with the exception that cases which have not yet been assigned state numbers shall be listed in alphabetical order.

Transmittals for each category of aid shall be numbered consecutively and on each last transmittal affecting any month's claim, there shall be a certification to the effect that this transmittal completes all of the documents acted upon by the board of supervisors during that month.

Automatic restorations shall be reported together with other notices of change during the month in which the restoration takes place.

On one copy of the transmittal the SDSW will acknowledge receipt of the document transmittal and return it to the sender. Any omissions, overcharges or errors will be noted on the receipted copy. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-20 AID CLAIM CORRECTION
OAS, ANB, APSB, ANC

628-20

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that state and county records agree. Questions should be immediately taken up with the SDSW. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-05 (Continued)

628-05

In OAS and ANB separate Forms Ag, B1 804 shall be prepared for canceled warrants covering months before and after October 1, 1946, due to the change in Federal participation on that date, so that the proper amounts of Federal and state shares may be computed on a total basis for each group of warrants, and in OAS so that the proper amount of administrative expense may be credited on warrants issued for months prior to October, 1946.

In OAS, ANB and APSB the method for computing the Federal, state and county shares of groups of warrants is the same as for the aid payrolls. (See Forms Ag, B1 802, Sec. 629-99, County Aid Claim Forms, covering warrants issued for months beginning with October, 1946.) If a single warrant, issued for October, 1946, or any month thereafter is reported canceled, the Federal, state and county shares are computed in accordance with Sec. 627-10, Chart of Financial Participation in Grants of Aid. In warrants for less than \$5.00 covering the total payment for a month the Federal share is more than the warrant amount, making the state and county shares minus amounts. For example, the Federal share of a \$4.00 OAS warrant is \$4.50 (SEE SEC. 627-30). The state share is $\frac{5}{6}$ of -50ϕ , or -42ϕ , and the county share is $\frac{1}{6}$ of -50ϕ , or -8ϕ .

In ANC, both for a single warrant or a group of warrants, the Federal, state and county shares for each warrant are reported on the cancellation schedule, the shares for months beginning with October, 1946, being computed in accordance with Sec. 627-10.

Prior to October 1, 1946, the amount of Federal participation was less than after that date. (SEE SEC. 627-30, FEDERAL PARTICIPATION.) The maximum OAS grant was \$50.00 (no change in ANB or APSB) and in ANC the maximum basis for state participation for children eligible to Federal participation was \$31.50 for one child and \$28.50 for each additional child in the family budget unit. (No change for children ineligible to Federal.) The ratios of state and county participation were the same as at the present time, as shown in the chart of financial participation in Sec. 627-10. Federal, state and county shares in canceled warrants issued for months prior to October 1, 1946, shall be computed accordingly. (W&IC 1560, 2140, 3075, 3460)

628-06 CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELED WARRANTS
OAS, ANB, APSB, ANC

628-06

When a warrant is issued in lieu of a canceled warrant, within the time limit specified in Sec. 611-90, Cancellation of Aid Warrants, and the cancellation has been reported, Federal (if eligible to Federal) and state reimbursement may be claimed by reporting the reissued warrant on a supplemental payroll in the same manner as retroactive payments are reported. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) Full explanation shall be given including the warrant number of the canceled warrant; also the name of payee on the canceled warrant if the reissued warrant is made payable to a person other than the original payee. (W&IC 1560, 2140, 3075, 3460)

673-00 CLASSIFICATION OF COLLECTIONS
OAS, ANB, APSB, ANC

673-00

Repayments of aid made as a result of any one of the following conditions are considered collections:

1. Voluntary repayments of aid or assistance by recipients.
2. Claims filed against estates of deceased recipients of aid under former provisions of the OAS Law canceled on November 5, 1940. Cases of this type should be practically non-existent now.
3. Lump sum payments from legally responsible relatives covering past periods. (SEE SEC. L70-00, RELATIVES, STATUTORY PROVISIONS) (W&IC 1560, 2140, 2224, 3075, 3088, 3460, 3474)

672-50 (Continued)

672-50

Example E₃ ANC of \$30 a month was paid as the charge for care of a child living in the home of his aunt from October 1, 1945, to December 31, 1945. Later it was discovered that the child had received a contribution from his mother amounting to \$15 in October, \$10 in November and \$5 in December. The undisclosed income was determined by the county to have been actual fraud on the part of the aunt. The contributions from the mother also were found not to have been used to meet bona fide needs not taken into consideration in computing the amount of the grant (SEE SEC. 670-85, OVERPAYMENTS CAUSED BY INCOME). The amount of the overpayment (\$30) was refunded by the aunt in January, 1946. The distribution ratio is determined as follows:

	Total	Federal Share	State Share	County Share
Actual Grant for October, 1945	\$30.00	\$9.00	\$14.00	\$7.00
Correct Grant for October, 1945	15.00	7.50	5.00	2.50
Distribution of Adjustment for October, 1945	\$15.00	\$1.50	\$ 9.00	\$4.50
Actual Grant for November, 1945	\$30.00	\$9.00	\$14.00	\$7.00
Corrected Grant for Nov., 1945	20.00	9.00	7.33	3.67
Distribution of Adjustment for November, 1945	\$10.00	----	\$ 6.67	\$3.33
Actual Grant for December, 1945	\$30.00	\$9.00	\$14.00	\$7.00
Corrected Grant for Dec., 1945	25.00	9.00	10.67	5.33
Distribution of Adjustment for December, 1945	\$ 5.00	----	\$ 3.33	\$1.67
Distribution of Total Adjust- ment due for Oct., Nov., and Dec., 1945	\$30.00	\$1.50	\$19.00	\$9.50
Distribution Ratio	100%	5%	63.33%	31.67%

If the repayment in this example were made in installments, each installment would be applied according to the distribution ratio shown. (W&IC 1504, 2024, 2223.5, 2224, 3088, 3474)

673-25 (Continued)

673-25

Example C: An OAS or ANB recipient received subsequent to October 1, 1946, \$4.00 a month for five months and \$8.00 for one month, or total payments of \$28.00 for six months. The Federal share is computed as follows:

\$15 x 6 = \$90, Federal participation $2/3$	\$ 60.00
\$28 - \$90 = minus \$62, Federal participation $1/2$	-31.00
Total	<u>\$ 29.00</u>

In this instance the Federal participation in the total matchable expenditures as a result of the payments to this particular person exceeds the total amount paid to him. Therefore, the Federal share of any collection on behalf of this grantee is 100% of the net amount collected. It is assumed that the net collection will not exceed the assistance paid (\$28.00).

Should the entire \$28.00 be obtained as a net collection, the reimbursement to the Federal Government still would be \$1.00 less than the original amount of Federal participation with respect to assistance payments made to this person. However, this deficit of \$1.00 will not have any bearing on the computation of the Federal share of collections made from other grantees.

The same principle applies to ANC.
(W&IC 2224, 3088, 3474)

673-25 DISTRIBUTION OF COLLECTIONS

673-25

OAS, ANB, APSB, ANC

Distribution of collections is based on the ratio of participation in the total aid paid for the period to which the collection is allocated. (SEE SEC. 671-50, ALLOCATION OF REPAYMENTS TO PERIODS.)

Example A: OAS was paid to a recipient at the rate of \$45.00 a month from April 1, 1944, and \$50.00 a month from July 1, 1944, to December 31, 1944. The total amount of aid paid was \$435.00. Of this amount the Federal Government paid \$180.00, or 41.38%; the State paid \$212.50, or 48.85%; and the County paid \$42.50, or 9.77%.

A voluntary repayment of \$25.00 is made by the recipient which is distributed as follows:

	Total	Federal Share	State Share	County Share
Aid Paid	\$435.00	\$180.00	\$212.50	\$42.50
Distribution Ratio	100%	41.38%	48.85%	9.77%
Distribution of collection	\$ 25.00	\$ 10.35	\$ 12.21	\$ 2.44

Example B: OAS of \$45.00 a month was paid to a recipient from October 1, 1946, to November 30, 1946, and \$40.00 for the month of December, 1946. The total amount of aid paid was \$130.00. Of this amount the Federal Government paid \$72.50, or 55.77%; the state paid \$47.91, or 36.85%; and the county paid \$9.59, or 7.38%.

A voluntary repayment of \$115.00 is made by the recipient. Since the period covered by the repayment was not specified, the collection was allocated to the entire period during which aid was paid and distributed as follows:

	Total	Federal Share	State Share	County Share
Aid paid 10/1/46-11/30/46	\$90.00	\$50.00	\$33.33	\$6.67
Aid paid December, 1946	40.00	22.50	14.58	2.92
Total aid paid	\$130.00	\$72.50	\$47.91	\$9.59
Distribution Ratio	100%	55.77%	36.85%	7.38%
Distribution of Collection	\$115.00	\$64.13	\$42.38	\$8.49

(Section Continued on Next Page)

Certified as a Regulator (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Chas. W. Williams
(Signature)

Director
(Title)

1/28/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
January 28, 1947

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL

BEN R

1680 N

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MRS. BER

1100

SAN

JOHN

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MO

GERALD C. KEPPLER

135 NORTH BRIGHT AVENUE

WHITTIER

REV. THOMAS H. MARKHAM

409 NATIVE SONS' BUILDING

SACRAMENTO

JOHN T. MARTIN

1170 SEVENTH AVENUE

SAN DIEGO

MRS. JESSIE S. WILLIAMSON

2816 OAK KNOLL TERRACE

BERKELEY

IN REPLY PLEASE REFER
TO:

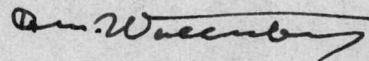
My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 296 (WS) (Emergency)
DEPARTMENT BULLETIN NO. 297 (Fiscal) (Emergency)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1947 JAN 29 AM 9 43

FRANK M. JORDAN
SECRETARY OF STATE

206:55

Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
December 30, 1946

W410 103, 113, 114, 115, 120,
120.5

DEPARTMENT BULLETIN NO. 296 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

FILED
in the office of the Secretary of State
of the State of California
JAN 29 1947
FRANK M. JORDAN, Secretary of State
By Frank M. Jordan
Assistant Secretary of State

Subject: Supplementation of
Civilian War Benefits
with Civilian War
Assistance

The following instructions received from the Social Security Administration rescind provisions of Department Bulletin 258 (WS) relating to the granting of Civilian War Assistance to supplement Civilian War Benefits:

Civilian War Benefits can be supplemented with Civilian War Assistance where need for it exists and eligibility under regular assistance programs cannot be established. Civilian War Benefits should be considered the same as other resources in relation to the determination of need.

Civilian War Assistance may be granted during the period allowed for processing applications in the categorical aid programs.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

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STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
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CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 9, 1947

1810115116, 1560, 2140
3075
FILED
in the office of the Secretary of State
of the State of California

JAN 29 1947

FRANK M. JORDAN, Secretary of State

By Robert J. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 297 (Fiscal)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Adjustments

The revised Federal sharing ratio in the categorical aids effective October 1, 1946, requires a change in the method of computing the Federal share of adjustments.

Where the repayment is equal to the total amount of the overpayment, the Federal, State, and County shares of the repayment are computed on a "claimed-less-should-have-claimed" basis, as indicated in Department Bulletin 295.

When the repayment is made in installments the first installment is applied to the earliest part of the period during which overpayment occurred and the remaining installments are applied in succession.

The Federal, State, and County shares are determined by computing the difference between the respective shares of the grant before and after the application of the installment.

In any installment repayment of an overpayment for which the initial installment was received by the county prior to October 1, 1946, the computation of the Federal, State, and County shares of all subsequent installments, regardless of date received by the county, will be computed according to the "distribution ratio" method as set forth in Section 672-50 of the Manual of Policies and Procedures governing that period. The State Department of Social Welfare will correct Adjustments Schedules already submitted by counties showing initial repayments received by the county after September 30, 1946, and up to January 1, 1947. Any initial repayment received by the county after January 1, 1947, will be reported as outlined in the preceding paragraphs, regardless of the period covered.

Examples are as follows:

1. An OAS recipient received \$40 in July, 1946, and \$45 in August, 1946. Later it was ascertained that he should have received \$30 in July and \$40 in August. The county received the first repayment of \$10 in September, 1946. Conditions are assumed such as to place this problem in the category of an adjustment.

	Total	Federal	State	County
Actual grant July & August, 1946	\$85.00	\$40.00	\$37.50	\$7.50
Correct Grant	70.00	35.00	29.17	5.83
Distribution of Adjustment	15.00	5.00	8.33	1.67
Distribution Ratio	100%	33.33%	55.56%	11.11%

The \$10 repayment is distributed in accordance with the distribution ratio.

2. An ANB recipient received \$35 in October, 1946, and \$60 in November, 1946. In January, 1947, it was discovered that the grants should have been \$20 for October and \$40 for November. A repayment of \$10 was made in January, 1947, \$10 in February, 1947, and \$15 in March, 1947. Conditions are assumed such as to place this problem in the category of an adjustment.

The first \$10 is applied to the October overpayment, as follows:

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Actual October Grant	\$35.00	\$20.00	\$7.50	\$7.50
Grant, after deducting \$10 January repayment	<u>25.00</u>	<u>15.00</u>	<u>5.00</u>	<u>5.00</u>
Distribution of repayment	10.00	5.00	2.50	2.50

Out of the \$10 received in February, \$5 is applied to the October grant to reduce it to its proper amount, \$20, and the remaining \$5 is applied to the \$60 grant for November, reducing it to \$55. Computations are given below:

Remaining balance, October Grant	25.00	15.00	5.00	5.00
Correct Grant, October	<u>20.00</u>	<u>12.50</u>	<u>3.75</u>	<u>3.75</u>
Distribution of first \$5 of February repayment	5.00	2.50	1.25	1.25
Actual Grant November	60.00	25.00	17.50	17.50
Grant, after deducting remaining \$5 of February repayment	<u>55.00</u>	<u>25.00</u>	<u>15.00</u>	<u>15.00</u>
Distribution of \$5 repayment	5.00	.00	2.50	2.50
Distribution of total \$10.00 February repayment	10.00	2.50	3.75	3.75

The \$15 repayment received in March, 1947, is applied to the \$55 remaining balance of the November grant, reducing it to its proper \$40.

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Remaining balance, November grant	55.00	25.00	15.00	15.00
Grant, after deducting \$15 March repayment	<u>40.00</u>	<u>22.50</u>	<u>8.75</u>	<u>8.75</u>
Distribution of \$15 repayment	15.00	2.50	6.25	6.25

3. An ANC family with two children, both eligible to Federal participation, received the following grants: August, 1946, \$70, including \$10 supplemental aid; September, 1946, \$50; October, 1946, \$50. The grants should have been: August, 1946, \$50; September, 1946, \$40; and no aid should have been extended in October, 1946. The total overpayment was liquidated by a \$20 repayment in January, 1947, \$25 repayment in February and \$35 in March, 1947. Conditions are assumed such that the problem is classified as an adjustment. Computations are as follows:

Over the period during which overpayment occurred, \$10 county supplemental aid was overpaid. This is taken first by the county, leaving \$70 (\$10 of the January payment and \$25 for February and \$35 for March) to be applied against the remainder of the overpayment.

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Actual August, 1946, Grant, excluding county supplemental aid	\$60.00	\$15.00	\$30.00	\$15.00
August, 1946, Grant, after deducting \$10 of January repayment	<u>50.00</u>	<u>15.00</u>	<u>23.33</u>	<u>11.67</u>
Distribution	10.00	.00	6.67	3.33

Of the total \$20 paid in January, the State gets \$6.67, and the county gets \$13.33, \$10 of which defrays the \$10 overpayment of county supplemental aid during the period.

The \$25 repayment received in February is applied \$10 against the September overpayment and \$15 against the October overpayment.

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Actual Grant September, 1946	50.00	15.00	23.33	11.67
Correct Grant September, 1946	<u>40.00</u>	<u>15.00</u>	<u>16.67</u>	<u>8.33</u>
Distribution of \$10 of February repayment	10.00	.00	6.66	3.34
Actual Grant October, 1946	50.00	22.50	18.33	9.17
October, 1946, Grant, after applying remaining \$15 of February repayment	<u>35.00</u>	<u>20.50</u>	<u>9.67</u>	<u>4.83</u>
Distribution of \$15	15.00	2.00	8.66	4.34
Total distribution of February \$25 repayment	25.00	2.00	15.32	7.68

The \$35 repayment in March is applied to the balance of the October, 1946, repayment, which has the effect of reducing the October grant to zero. Therefore, the Federal share is \$20.50, the State share is \$9.67, and the county share is \$4.83.

The principles illustrated in each of the above three examples are applicable to all three categories.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as
Regulation of the

Dept of Social Welfare
(Name of State Agency)

Wm. Blumberg
(Signature)

Director
(Title)

1 / ³⁰ ~~29~~ / 47
(Date)

MAIN OFFICE
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(14)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

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CHARLES M. WOLLENBERG

DIRECTOR
Sacramento 14
January 30, 1947

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JOHN C. CUNEO
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1170 SEVENTH AVENUE
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MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

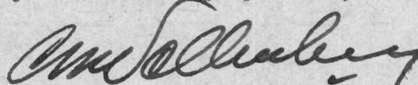
My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

ADOPTION MANUAL LETTER NO. 4

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

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206:b5
Attached

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 29, 1947

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ADOPTION MANUAL LETTER NO. 4

The attached revisions are to be entered in your copy of Manual of Adoption Policies and Procedures and the revision number (39) canceled in the place provided on the inside of manual cover. This material was approved by the Social Welfare Board on January 23, 1947.

Sec. 2800 is revised to delete reference to representation in court of adopting stepparent in military service. The deleted material expired with the end of hostilities.

Additional material entitled "Behavior Characteristic of Certain Age Levels in Infancy" is attached and is to be entered in the appendix of adoption manual as section number 2937.

A copy of "Standards For Child Placing Agencies" is being issued and is to go into the appendix of adoption manual as section number 2938.

FILED

in the office of the Secretary of State
of the State of California

JAN 31 1947

FRANK M. JORDAN, Secretary of State

By Robert M. Jordan
Assistant Secretary of State

ADOPTIONS

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CHAPTER IX

STEPPARENT ADOPTIONS

2800 LEGAL BASIS

2800

The general provisions of the Adoption law apply to stepparent adoptions. The following code sections apply specifically to stepparent adoptions:

1. In case of an adoption of a child by a stepparent where one natural or adoptive parent retains his or her custody and control of said child, the consent of either or both parents must be signed in the presence of a county clerk or probation officer of any county of this state on a form prescribed by the SDSW and the county clerk or probation officer before whom such consent is signed shall immediately file said consent with the clerk of the Superior Court of the county where the petition is filed and said clerk shall immediately file a certified copy of such consent to adoption with the SDSW. (Sec. 226, paragraph 7, Civil Code)
2. The probation officer in the county in which the action for adoption is pending shall make an investigation of each case of adoption by a stepparent. No order of adoption shall be made by the court until after such probation officer shall have filed his report and recommendation and the same shall have been considered by the court. (Sec. 227a, Civil Code)

ADOPTIONS
BY STEP-
PARENTSREPORT OF
PROBATION
OFFICER--
STEPPARENT
CASES2810 RESPONSIBILITY OF STATE DEPARTMENT OF SOCIAL WELFARE IN
STEPPARENT ADOPTIONS

2810

1. The consent of the Department is not necessary where the consent of one of the parents is executed outside the state. (Sec. 226, paragraph 8, Civil Code; AGO 12-20-32)
2. When inquiries are received by the SDSW concerning stepparent adoptions, explanation should be given that the petition must be filed in the county of residence of the petitioners and that the probation officer of that county is charged with the responsibility of investigation and report to the court. The inquirer should be referred to the probation officer for further information. If the attorney for the petitioner sends to the Department a copy of the petition which he has filed, this should be forwarded to the probation office and the attorney notified.

2937 BEHAVIOR CHARACTERISTIC OF CERTAIN AGE LEVELS IN INFANCY

2937

From Florence M. Teagarden, CHILD
PSYCHOLOGY FOR PROFESSIONAL WORKERS,
Revised Edition. Copyright, 1940,
1946, by Prentice-Hall, Inc., by
permission.

One Month:

Facial expression somewhat vacant
Stares
In supine position, head to side most of time (see Four Months)
In prone position often assumes "Mohammedan prayer" posture
Tonic-neck reflex (see Four Months)
In prone position, head may be lifted somewhat (see Four, Six Months)
Held supported under arms, does not extend legs (see Four, Six Months)
Some adjustment of back and body when held to adult shoulder
Reflex clasping with fingers (see Six Months)
Hands closed most of the time, although hand nearest face may open (see Four Months)
Follows moving light with eyes, briefly
Differential cries for hunger, pain, and anger (see Four, Six Months)

Four Months:

In supine position, holds head in mid-position
Holds head erect without support (see Six Months)
Tonic-neck reflex passing away
Rolls side to back, back to side (see Six Months)
Sits on lap or on floor with some support
Held supported under arms, extends leg recurrently (see Six Months)
Makes anticipatory adjustment to being lifted
Hands predominantly open
Hand-mouth activity prominent (see Twelve Months)
Plays with fingers and hands
Reaches for and grasps objects
Plays with rattle
Splashes with hands in bath
Follows disappearing object with eyes, looks for fallen objects
Turns head at sound of voice or bell (see Six Months)
Attends to sounds and to music
Recognizes mother
Smiles socially
Laughs aloud
Bubbles, coos, chuckles, gurgles (see Six Months)
Makes most of the vowel sounds and some of the consonant sounds

(Section Continued on Next Page)

2937 (Continued)

2937

Six Months:

Holds head erect without wobbling
Sits alone with slight support from pillows
Rolls from stomach to back and back to stomach
Gets toes in mouth
Held under arms, makes stepping movements
In prone position, rests on hands, lower chest, abdomen, and thighs
Some opposition of thumb to fingers in picking up object
Wrist rotation
Can voluntarily release some objects
Can change object from one hand to the other
Plays with doll or animal toy
Waves rattle and puts it in his mouth
Bangs spoon on table repeatedly or pats table
Can see small objects (see Nine Months)
Turns head toward source of sound
Makes some consonant-vowel combinations
Uses vocalization to denote pleasure or displeasure
Increased activity at sight of own mirror image
Recognizes travel preparation
Discriminates between familiar and strange faces
Enjoys "This little pig went to market"

Nine Months:

Can get from prone to sitting position
Stands, holding onto the furniture; about a month or so later can pull himself up to standing position
Creeps or gets about actively in some fashion (may creep backward)
Held supported under arms, tends to bend forward at hip joints
Much mouthing activity
Picks up small objects
Thumb-finger opposition sufficient to pick up pellet with scissors-like movement
Interest in throwing
Fumbles or turns pages of magazine
Shows some enjoyment of bright pictures
Utters syllables
Imitates sounds
Recognizes own name and may have done so for a month or two
Knows when conversation concerns him
Responds to "no, no"
Displays some jealousy
May show fear of strangers
Reacts socially to own mirror image
Interest in peek-a-boo or pat-a-cake
Waves bye-bye
Responds to "How big is baby?"

(Section Continued on Next Page)

2937 (Continued)

2937

Twelve Months:

Walks a few steps, at least with a little help
Climbs up and down stairs
Can sit down from standing position, at least by using support
No longer indulges in much hand-mouth or other mouthing activity
Holds own cup to drink from
Picks up pellet with overhand pincer-like movement and may carry pellet to mouth
Shows preference for use of right or left hand
Can make scribbling marks with a crayon
Imitates actions of others occasionally
Can make funny faces
Inhibits simple familiar action on command
Cooperates in dressing, more particularly in undressing
Says two or more words
Knows his own name

Eighteen Months:

Walking requires little attention
Can carry object while walking
Can pull wheeled toy
Can walk up stairs with help (see Two Years)
Comes down stairs backward in creeping position or sits down and bumps himself forward from one step to the next (see Two Years)
Can jig or dance
Turns pages of a book, several pages together
Shows interest in color
Points to such pictures as dog, car, clock
Can name a few objects in pictures
Scribbles spontaneously
Can build a tower of three or more one-inch cubes (see Two Years)
Can use spoon and cup well
Can take off own shoes and stockings with help
Holds glass with both hands
Points to nose, eyes, hair, et cetera

Two Years:

Runs
Can walk up and kick a ball
Can walk up and down stairs alone even if he does use both feet to a step
Turns pages of book singly
Has a vocabulary of 200-300 words; maybe as many as 1,000
Combines words into short sentences
Uses some pronouns
Recounts his experiences to others
Vocalizes toilet needs; asks for food or drink
Names common objects in pictures
Obeys simple commands
Identifies self in mirror
Imitates actions of other children at play
Can build a tower of six or more blocks

LICENSE REQUIRED TO ENGAGE IN CHILD PLACING

No person, association, or corporation shall, without first having obtained a written license or permit therefor from the SDSW or from an inspection service approved or accredited by the Department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age or place any such child in any home or other place, either for temporary or permanent care or for adoption. (Sec. 1620, Welfare and Institutions Code)

Any persons other than a parent or any organization, association or corporation that, without holding a valid and unrevoked license or permit to place children for adoption issued by the SDSW, places any child for adoption is guilty of a misdemeanor. (Sec. 224q, Civil Code)

DEFINITION OF CHILD PLACING AGENCY

A child placing agency is an organization accepting children for placement and supervision in temporary or permanent foster care or in adoptive homes.

I. ORGANIZATIONNon-Profit and Philanthropic Nature

The agency must be organized and operated on a non-profit and philanthropic basis.

Such an organization must be coordinated with the other social services in the community.

The existence of a social agency is justified only when it meets a definite need not already met, and when its program is coordinated with other community welfare services.

The agency should be a member of or eligible to membership in the council of social agencies of the community in which it operates.

(Section Continued on Next Page)

2938 (Continued)

2938

Incorporation

The agency should be incorporated under Div. I, Part IV, Title XII of the Civil Code on non-profit corporations.

A corporation is better able to discharge the obligations and assume the responsibilities required for an acceptable standard of child care.

The Articles of Incorporation of an incorporated agency stating the purpose of the agency in broad terms must be filed with the Secretary of State at Sacramento, and copies of the Articles of Incorporation and amendments made there-to must also be filed with the SDSW.

Constitution and By-Laws

Regardless of whether the agency is incorporated, a constitution shall be established setting forth the purpose of the organization, and a copy of such constitution and the by-laws shall be filed with the SDSW. The by-laws shall set forth the functions of the corporation and the means whereby the functions are to be carried out.

II. GOVERNING BOARD

The constitution of the child placing agency shall provide for control by a responsible governing board.

Practice has indicated a board of not less than nine members is desirable, and to avoid unwieldiness, a board should generally not exceed eighteen or twenty-one members.

Representation of Governing Board

Members shall have an intelligent interest in child welfare, a concern for social conditions in the community, and must have sufficient time to discharge their obligations as board members. They shall be persons representative of the community in which the agency operates. The board shall include in its membership a variety of interests, talents, and points of view such as lawyer, physician, clergyman, educator, builder, merchant, so arranged that no single group or profession shall have a controlling vote. Members of the board should be of both sexes.

Board members shall serve without compensation. No board member shall profit financially by reason of his membership nor be employed by the agency regularly either full time or part time.

(Section Continued on Next Page)

2938 (Continued)

2938

Election of Members of Board

Members shall be elected by the supporting membership or by a representative body for a definite term of office with expiration of terms so arranged that a rotating board results.

Provision shall be made for the replacement of members who become inactive for a protracted period of time.

The overlapping of terms and election of one-third of the board membership annually is recommended to insure reasonable continuity of policy, as well as new and changing points of view.

Meetings of the Board

Board meetings should be held once a month for ten months of the year at least. Minutes of the board shall be kept.

Duties of the Board

The board shall formally adopt a written statement of its responsibilities to which the members agree. These shall include:

- (a) Responsibility to the community for adequate services to the children under care.
- (b) Interpretation of the service of the agency to the community, and the community to the staff of the agency.
- (c) The establishment of the policies to be followed by the agency.
- (d) The exercise of trusteeship for property and investments.
- (e) The approval of the budget and responsibility for the obtaining and receiving of adequate funds.
- (f) Employment of a well-equipped executive for the agency, and delegation to that executive responsibility for administration and employment of other staff members.
- (g) The maintenance of an informed, alert, and interested membership.
- (h) Maintenance of a full membership.

(Section Continued on Next Page)

2938 (Continued)

2938

Committees of the Board*

Provision shall be made for the appointment of standing committees and such temporary or special committees as are needed. All committees shall entrust administrative details to the executive and committees shall work with the executive, who in turn should meet with such committees.

Generally, the following standing committees are desirable:

- (a) Executive Committee
- (b) Finance Committee
- (c) Personnel Committee
- (d) Case Committee

Relationship Between Board and Executive

There shall be a proper division of responsibilities between the board and executive in order that an efficient administration may be provided. The board shall delegate to the executive the responsibility for administration, but the board shall determine the major policies and the general plan of operation based upon its knowledge of case problems, and community needs. The general policy of the board shall be to include the executive at all regular meetings.

III. FINANCES

The agency shall be soundly financed to insure an adequate standard of service.

It shall have sufficient funds for providing the services which it offers and to provide continuing care for children relinquished to it who may require prolonged study or treatment before placement, children who may be returned to it by the foster parents during the supervisory period, and children who may not prove to be adoptable.

If budget limitations exist, the scope and size of the agency's services shall be curtailed to the point that an adequate standard of service is maintained on the basis of the available funds.

Policies and practices governing receipt and expenditures of money shall be in accord with sound budgeting, disbursement and audit control procedures. An annual audit by a certified public accountant should be provided. Financial records shall be maintained of receipts, disbursements, assets and liabilities.

*"Purpose and Form of Organizations in the Field of Child Care and Protection," Child Welfare League of America, 1938, contains valuable suggestions as to organization and function of committees.

(Section Continued on Next Page)

2938 (Continued)

2938

Any fees charged shall be clearly defined as such at time of application for service and shall be based upon an actual sharing of costs of service.

There shall be no solicitation as a condition to placement of a child for adoption.

IV. PERSONNEL

Qualifications of Staff

Staff members shall be fitted by character, personality, health, education, training and experience for work with parents and with children in foster homes. The staff of the agency must have educational training and/or experience in family or child welfare work.

Selection and Tenure of Staff

Employment and tenure of position shall be based solely upon competence.

The great responsibility which a child placing agency assumes in the lives of children who have been deprived of normal family and community relationships makes it particularly important that staff be carefully selected and well qualified.

Personnel policies shall be developed by the board and the executive with the participation of the staff. Policies should be formulated in writing and made available to the staff. Personnel policies, salaries, and working conditions shall be such as to attract and hold competent, well-qualified staff and to stimulate their professional growth.

Number of Staff

The number of staff shall be adequate for the scope of the agency's services. In general, an executive, case supervisor, case workers, and clerical staff are necessary. Additional professional services for the medical, dental, psychometric and psychiatric needs of the children served shall be available either on the staff of the agency or from other resources in the community.

The Executive

The executive shall have professional training in the field of child welfare or have demonstrated unusual ability and leadership through experience as an executive in the field of child welfare.

When the organization of the agency may necessitate, the executive shall have such other qualifications as are required for the additional duties he may have to assume, such as supervision of case work.

(Section Continued Next Page)

2938 (Continued)

2938

Duties of the Executive

The duties of the executive shall include the following:

- (a) Responsibility for appointing and dismissing staff, and working closely with personnel committee of the board.
- (b) Responsibility for attending all regular board meetings and committees of the board, making reports concerning agency activities, and interpreting recognized standards of child care to the board.
- (c) Responsibility for holding regular staff meetings to discuss plans and policies.
- (d) Responsibility for organizing and carrying out a program of staff development for all staff members, and for arranging for attendance of staff at social work conferences and other meetings which assist in professional growth and effectiveness.
- (e) Responsibility for carrying out a child care program in conformity with recognized standards of modern child care.
- (f) Responsibility for leadership and stimulation in community planning for child welfare.

Case Work Supervisor

Case supervisors shall be employed to be responsible to the executive for the adequate performance of case work services. The standard of one case supervisor to six case workers should be maintained. Case supervisors shall have training in recognized schools of social work, and at least two years' supervised case work experience in a children's agency.

In an agency which does not have a case work supervisor, the executive should meet these qualifications.

Case Workers

Staff members engaged in case work service should have professional training in a recognized school of social work. In a combined family service and child welfare agency, where the executive has not had child welfare experience and where there is no case supervisor, the case worker should have had at least two years' experience in an accepted child placing agency in addition to professional training.

The duties of the case worker include making social studies, and planning and carrying out social treatment dealing with family situations, home finding, and case work with children, including the use of psychometric, psychiatric, and other specialized services as needed.

(Section Continued on Next Page)

2938 (Continued)

2938

Clerical Staff

An adequate clerical staff shall be maintained.

V. OFFICE SPACE

The child placing agency should be housed in offices which are adequately equipped, which provide privacy for interviewing and which are conveniently located for the public.

VI. SERVICES TO CHILDREN

The processes of intake, placement, supervision, and termination of care shall be in accord with present-day accepted standards of child care and social case work.

Basic Principles in Child Care

Services provided shall give evidence that the following principles of child care have been adhered to:

- (a) A child's own home and family are the natural setting in which the child's social and personality growth normally occur and his own home and family are a basic right of each child.
- (b) Primary emphasis shall be placed upon skillful and understanding professional service to parents rather than upon custodial care of their children. Emotional growth and personality development are determined by the child's first relationships to his own parents and siblings. The child's own family should be assisted in every possible way to meet the child's needs in his own home.
- (c) The type of service provided shall be based upon a consideration of the wishes of and participation of his parents, a consideration of the child's individual needs, and his family situation. Knowledge and understanding of the physical, intellectual, emotional, and social development of the child are essential to effective case work.
- (d) A child should be cared for away from his own family only after efforts to bring about favorable conditions within the home for normal development have been unsuccessful. Every child who must leave his home to live away from his own family suffers a profound emotional and social disturbance.
- (e) Foster home care must provide opportunities for maximum development of the child's native capacities and must further his development into an adequate adult personality.

(Section Continued on Next Page)

2938 (Continued)

2938

Initial Study

Decision as to acceptance for service shall be based upon clearly defined but flexible agency policy, and shall be based upon a complete social study of the total situation of the child in order that the ultimate welfare of the individual child is served.

The social study shall be recorded and should make certain:

- (a) As complete a knowledge and understanding as possible of the family and present situation to determine what available resources might be used to preserve family ties before removal of the child from his family.
- (b) Knowledge and understanding of the child's physical and mental status, personality, emotional adjustment, his attitudes and attitude of family toward situation and toward placement or other treatment.
- (c) The participation of the child and the family to the full extent of their abilities in the agency plan for care or referral to other community resources which better meet his particular needs.

Placement and Supervision

- (a) Children should be placed only in homes within a geographical area in which it is possible for the agency to give adequate supervision.
- (b) Children shall be placed in foster homes of the same religious faith as that of the child, or in accordance with the desire expressed by the parent.
- (c) Children shall be placed in homes of the same racial and national background when this is possible.
- (d) The economic and occupational background of the child's family and the foster family should not be too divergent in placements.
- (e) Children of the same family shall be kept together whenever possible unless it has been determined that this is not beneficial.
- (f) The selection of a foster family home or group care in an institution for a particular child shall be based upon consideration of the individual child's total needs (health, educational, religious, recreational, social, and emotional) and how well the particular foster family can meet the child's needs and potentialities or how well the institutional program will fulfill the child's needs.
- (g) Unless the child has been permanently removed from the custody of his parents, or the placement is in an adoptive home, every effort shall be made to strengthen family relationships and to help parents make a responsible plan for the permanent care of their children.

(Section Continued on Next Page)

2938 (Continued)

2938

- (h) The agency shall make certain that adequate and appropriate clothing, recreational allowances, continuing medical and dental care are provided for each child.
- (i) Adequacy of supervision with respect to frequency of visits to the child, and foster family (or institution) and own family shall be maintained. The frequency of such visits shall be determined by the circumstances of each case and the discretion of the agency. See Sec. VII of these standards under "Placement for Adoption and Supervision."

The case load of a worker giving full time to the supervision of children in foster homes shall not exceed fifty children. If the worker carries other responsibilities such as recruitment or home finding, intake, or work with children with serious emotional disturbances, or work with children in their own families, or the geographical area to be covered is widespread, the case load shall be proportionately reduced. See Sec. VII under "Placement for Adoption and Supervision."

- (j) Psychological study, direct treatment by a psychiatrist or psychiatric consultation to aid the case worker in treatment shall be provided by the agency for those children accepted for care who require such specialized professional services.
- (k) Foster homes used for children under sixteen years of age shall be those which conform to the Standards for Boarding Homes for Children as developed by the SDSW.
- (l) The agency should assume responsibility for the continued supervision and education of foster parents with respect to the physical, intellectual, and emotional needs of children and sound principles of child care by means of periodic visits to the home, and by such other devices as the stimulation of parent study groups, institutes, dissemination of literature, books, and pamphlets on child care, as are feasible.
- (m) The use of a foster home by more than one agency should be avoided as much as possible by agreements between the agency and foster parents and with other community agencies using foster homes.
- (n) The agency shall maintain adequate case records of each child and family which shall include a face sheet, report of original study, and progress reports of the child under care and work with the child's family. Case records should be organized in a manner that will aid in understanding the child and his family and developing plans for his care. The record shall contain medical records, reports of initial medical examination, continuous record of communicable diseases and illnesses, and medical treatment. School reports, psychological reports, legal papers, etc., should also be filed in the child's record.
- (o) Separate records shall be maintained of each foster home studied and used by the agency and should include periodic evaluation of the home.

(Section Continued on Next Page)

2938 (Continued)

2938

A record should be kept of all children cared for in each home, and dates of care received there. When child is placed for adoption, the child's record and the foster home records should be combined.

Medical Care

The agency shall provide adequate preventive and remedial medical care through a qualified physician, preferably a pediatrician or through a clinic organized to provide the necessary medical service. The physician responsible for medical care of the children under supervision should be paid for his services.

The agency should secure authorization for medical care from parents or legal guardians.

Medical care provided shall include:

- (a) Complete physical examination, including examination of eyes and ears (prior to placement whenever possible; no placement should be made without a prior clearance as to freedom from communicable disease unless suitable isolation is maintained); prompt treatment of remediable physical conditions; necessary laboratory tests and inoculations.

Immunization of children over six months against diphtheria and vaccination against smallpox; immunization of children under six years against whooping cough; provision for tuberculin test or chest X-ray for each child; provision for nose and throat culture, vaginal smear, and Wassermann where indicated.
- (b) For infants continuous medical supervision; for older children physical examinations at least annually or oftener as recommended by the physician or as the child's development and condition indicates.
- (c) In cases of illness or accidents, and provision for medical care and hospitalization as required.
- (d) Dental examinations semi-annually followed by necessary treatment; arrangements for orthodontic care for children requiring this care.
- (e) Competent psychological and psychiatric treatment or consultation for those children who require such service.
- (f) Continuing observation of the child's developmental progress and discussion with the physician of any deviations from satisfactory conditions.
- (g) Health instruction, adequate nutrition, and training in sound physical and mental health habits shall be shared by parents, foster parents, case worker, and physician.

(Section Continued on Next Page)

2938 (Continued)

2938

- (h) When adoption placement is contemplated for an infant, a report from the obstetrician delivering the child shall be obtained before acceptance of the child for care.

Termination of Care

- (a) Termination of agency care shall be determined by case work study and planning. In placement for adoption, the agency responsible for care shall be terminated by the granting of the adoption by the court.
- (b) Continuous study of the home and planning with the family and child shall precede the return of the child to his parents or relative. Arrangements shall be made for adequate follow-up service and supervision according to the child's needs.

Reports and Statistics

- (a) Current administrative records shall be maintained by the agency in such a form as to provide an index to all cases including location of children under care and including all foster homes in use.
- (b) Financial records shall be kept current showing nature and source of income and nature of expenditures.
- (c) Such monthly statistical reports shall be submitted as the SDSW requires.
- (d) Copies of current policies and procedures on adoption agency shall be submitted to the SDSW as adopted by the board of the agency.
- (e) Such other records and reports shall be maintained and submitted as required by the SDSW.

VII. ADDITIONAL REQUIREMENTS IN ADOPTION SERVICES

The focus of the agency shall be on finding homes for children for whom adoption appears to be the best plan, rather than on providing children for applicants.

Services to Natural Parents

The agency shall provide adequate services to natural parents, including counseling and referral to other agencies when indicated, and shall see that help is given to parents in thinking through and making the best plan for the child.

(Section Continued on Next Page)

2938 (Continued)

2938

The study of the natural parents relinquishing a child for adoption shall include the history and family background of each, their marital status, education, occupation, citizenship, health--physical and mental, religion and religious preference for the child, temperament and personality.

Acceptance of Relinquishments of Children

The agency shall accept a relinquishment of a child for adoption only after a thorough study has been made to determine:

- (a) That the parents have come to the decision to surrender him with knowledge that all ties will be permanently severed with the surrender, full awareness of all the implications, and with knowledge of other resources available to them.
- (b) That adoption is for the child's best interest.
- (c) That the child is legally free for adoption.
- (d) That the child is a proper subject for adoption.

By accepting a relinquishment of a child from a parent, the agency shall assume full responsibility for the child, its care and support, relieving the parents of further responsibility.

A relinquishment once given and filed with the SDSW shall be binding and can be canceled only by mutual consent of the natural parent and the agency.

No relinquishment shall be accepted before the child is born or while the mother is still in the hospital or maternity home following the birth of the child.

Placement for Adoption and Supervision

No child shall be placed in an adoptive home until:

- (a) All necessary relinquishments have been obtained and filed with the SDSW.
- (b) It has been determined by proper tests and examinations that he is adoptable.

The agency shall place special emphasis on the study of the individual child and his needs in order that it may select the home which will offer the best potentialities for his full development.

The placement of a child for adoption shall be contingent upon a thorough study of the prospective adoptive parents to determine their fitness as parents

(Section Continued on Next Page)

2938 (Continued)

2938

and the suitability of their home for the particular child. This shall include consideration of age, health, mentality, personality, character, religion, cultural background and status, education, financial security, standard of living, marital status, harmony of home life, understanding of children, and motives for adoption.

There shall be a supervised interim period of one year between the placement and the final adoption. This may be shortened only upon the written approval of the SDSW.

The frequency of supervisory visits to the home by the agency shall be determined by the circumstances of each case and the discretion of the agency, but in no instance shall there be less than one visit each quarter.

The identity of the adoptive parents shall not be revealed to the natural parents.

Adoptive parents shall be furnished with full information regarding the family background of the child, the child's development, and the results of tests and examinations. They may be furnished with the names of the natural parents only at the time the agency is ready to complete the adoption.

Applicants for Children

The agency shall maintain a list of approved homes sufficiently large to provide a wide basis of choice in selecting the home which will best meet the needs of the individual child.

All applicants shall be given equal consideration. The order in which applications are received shall in general determine priority in making the home study and approving a home for placement of a child.

The selection of a particular home for the placement of a child shall be made solely on the basis of serving the best interests of the child, and shall in no way be influenced by any payment or contribution over and above the fee (if any) set for service to adoptive parents, by the source of referral, nor by the order in which applications were received.

The agency shall not accept for service a case in which the placement of a child has been so promised that the agency is not free to make a different placement.

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

W. S. Sullivan
(Signature)

Director
(Title)

1/30/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

Earl Warren
Governor

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
January 30, 1947

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

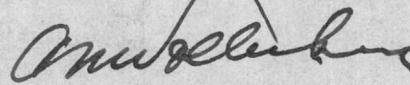
Attached are three copies of the following regulations made
by the State Department of Social Welfare.

BOARDING HOME MANUAL LETTER NO. 4

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1947 JAN 31 PM 2 18

206: JAN 20 1947
Attachments

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 30, 1947

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BOARDING HOME MANUAL LETTER NO. 4

Attached are manual revisions 2 through 5 to be entered in your copy of the Manual Boarding Homes for Aged and Children and the revision numbers canceled on the inside of the manual cover. These revisions were approved by the Social Welfare Board on January 23, 1947.

Sections V-600 and V-660 clarify the licensing procedure which may be followed when a new license is issued because of a change in capacity or a change in classification.

Sections X-300 through X-500 have been revised in accordance with the policy that an appeal will not be accepted from the denial of a new application for a boarding home license or a new application for a Certificate of Authority.

Additional material entitled "Standards for Child Placing Agencies" is attached and is to be entered in the Appendix of your copy of the Manual under Section XIV.

The attached revised forms (BHA-80 and BHC-80) are to take the place of those now in the manual.

FILED

In the office of the Secretary of State
of the State of California

JAN 31 1947

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

V-570 ISSUANCE OR RENEWAL LICENSE (LICENSING AGENCY)

V-570

The licensing procedure is the same as for original applications.
See Sec. V-410.

V-580 EXPIRATION OR LICENSE WITHOUT REAPPLICATION

V-580

Foster parents and operators shall be requested to file a renewal application prior to expiration of license. (See Secs. V-510 and V-520.) If application is not received, the case may be closed if no foster children or aged persons are known to be in the home nor have been in the home during the past year. (Inspection agency makes closing recommendation to the SDSW.) However, preferable procedure is to secure the signature of the foster mother or operator on a statement such as that suggested below (in duplicate by inspection agencies):

"To: _____

This is to inform you that I am no longer interested in holding a boarding home license.

Neither children nor aged guests are being cared for in my home at this time. I agree that if, in the future, I am again interested in this type of service, I shall get in touch with your office before accepting any children or aged guests into my home for care.

Name _____

Date _____ Address _____ "

The agency may secure the above information by telephone conversation with the operator or foster mother, in which case the understanding shall be confirmed by letter (in duplicate by inspection agency). If foster children or aged guests are in the home, the case shall not be closed without referral to the district attorney. See Secs. V-800 at seq. regarding prosecution.

V-590 VOLUNTARY DISCONTINUANCE

V-590

If the licensee moves to a new address, or sells, leases or rents the boarding home to another operator, the license is automatically canceled and the licensee shall be requested to return the license. A new application shall be filed if foster children or aged are to be cared for at the new location or by the new operator. (See Secs. V-640, Change of Address, and V-650, Change of Operator.) If the licensee decides to discontinue care of foster children or aged persons, she shall be asked to return her license. (Inspection agency makes closing recommendation to the SDSW.)

V-600 INCREASE IN LICENSED CAPACITY (LICENSING AGENCY)

V-600

The number of children or aged guests permitted under a particular license may be increased by issuing a new license to the foster mother or operator. This change shall be made only after there is assurance that the boarding home can give adequate care if capacity is increased. The new license, in the discretion of the licensing agency, may be issued for either the remainder of the original licensing period or the ensuing twelve-month period.

V-650 CHANGE OF OPERATOR

V-650

If the applicant or licensee sells, leases or rents the boarding home to another operator, the application or license is automatically canceled. (Statistically this action is recorded either as "Application withdrawn" or "Current license discontinued".)

The applicant or licensee shall be notified (if whereabouts known) that the application or license is canceled, and, if the home is licensed, the license should be returned. (Inspection agency recommends to the SDSW that the application or license be canceled and reports the reason therefor.)

The new operator shall be notified of the necessity to file application for license.

A new investigation and new license are necessary for the new operator of the home.

V-660 CHANGE IN CLASSIFICATION

V-660

After license has been issued, there shall be no change in service (e.g., day care to full time care) unless the license is returned, and a new license issued. A new application form is not necessary; the written or verbal request for change in classification will serve in lieu of the completion of another application form. Statistically, this becomes a new application. The new license, in the discretion of the licensing agency, may be issued for either the remainder of the original licensing period or the ensuing twelve-month period.

V-700 REVOCACTION OF LICENSE

V-700

Revocation is the voiding of a current license for cause after a hearing before the SDSW in accordance with the procedure established in Sections 11500 through 11528 of the Government Code. The right of revocation is not ordinarily delegated by the SDSW. When the agency believes cause for revocation of a license exists, the case shall be referred to the SDSW.

See Chapter X, Revocations and Appeals.

V-800 OPERATION WITHOUT LICENSE

V-800

Operation of a boarding home for aged or children without a license constitutes a violation of the law. Under such circumstances and except in case of denial or revocation of license, the provisions of the law shall be called to the attention of the violator, and opportunity shall be given to file an application. Continued operation and continued refusal to file an application shall be followed by referral of the situation to the district attorney for action.

V-810 PROSECUTION - DUTY OF DISTRICT ATTORNEY

V-810

"The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (W&IC 1630, 2310)

V-820 REFERRAL TO DISTRICT ATTORNEY

V-820

Written referral to the district attorney for action under Secs. 1630 and 2310 of the W&IC shall be made by licensing agencies (by the SDSW for inspection agencies) when the home continues to operate after denial of license.

The letter of referral shall state the date of denial, reason for denial, that the home continues to operate, and that action is being requested under Secs. 1630 or 2310 of the W&IC. Discussion of the situation with the district attorney may precede or follow the written referral and the agency shall keep the district attorney informed of any subsequent adjustment after referral which might make further action unnecessary.

V-830 REFERRAL TO DISTRICT ATTORNEY IN CASE OF FIRE HAZARD

V-830

In cases of denial due to fire hazard the letter of referral to the district attorney shall contain, in addition to the items prescribed in Sec. V-820, a report of the fire officials' findings. A copy of the referral to the district attorney shall also be sent to the local fire department or the State Fire Marshal.

V-840 REFERRAL TO DISTRICT ATTORNEY FOLLOWING REVOCATION OF LICENSE V-840

Following revocation of license the agency shall determine that the home is not caring for children or aged. If the home continues to operate after revocation of license has occurred, the licensing agency (the SDSW for inspection agencies) shall refer the matter in writing to the district attorney.

V-990 STANDARDS AND INFORMATIONAL MATERIAL

V-990

Supplies of standards, nutrition guides, instructions for home pasteurization of milk, and similar material, are furnished free of charge by the SDSW, 616 K Street, Sacramento.

V-999 FORMS

• V-999

Refer to Appendix for index of forms which are supplied free of charge by the SDSW and those available through the State Bureau of Purchases.

X-200 (Continued)

X-200

Hearing Officers:

The State Department of Professional and Vocational Standards has the responsibility of supplying hearing officers, but any agency requiring a full-time hearing officer may appoint a qualified agency hearing officer. (Government Code 11500-11528)

X-250 PREPARATION OF CASE FOR REVOCATION

X-250

Investigation:

Upon determination by the accredited licensing or inspection agency that cause exists for the revocation of a license the SDSW shall be so notified. The SDSW will review the case record, discuss the case with the accredited agency, interview the licensee, and make or have made by the local agency such collateral investigations as appear necessary. Specific facts and dates must be secured, and affidavits may be obtained.

Report:

A report will be made by the SDSW concerning the history of licensing action, the cause that exists for revocation, the acts and omissions with which the licensee is charged, the factual record of attempts made to bring the situation into conformity, and the provisions of the law or standards with which the licensee fails to comply.

X-300 APPEAL FROM DENIAL OR MODIFICATION OF LICENSE

X-300

An appeal will not be accepted from the denial of an original application for license. The SDSW will promptly investigate complaints regarding the denial of a new application and the decision of the SDSW is final with respect to such complaints.

A licensee may appeal to the SDSW from the denial or modification of a renewal license. If the appeal cannot be adjusted satisfactorily, a hearing before the SSWB is scheduled.

For the purpose of this section, a renewal application shall be defined as one filed prior to the expiration of an existing license, by the same operator or foster mother, for the same type of service (care of aged or care of children) at the same address. (W&IC 1624, 2304)

X-350 APPEAL PROCEDURE

X-350

The hearing procedure in the case of appeal from denial or modification of a renewal license is the same as that outlined in Sec. X-200, Revocation Procedure, except that an "Accusation" and "Notice of Defense" are not required. After notice in writing by the licensee that a formal hearing is desired, petitioner is sent a statement of "Issues to be Determined" and a "Notice of Hearing" at least ten days before the hearing. The "Notice of Hearing" is similar to that outlined under Sec. X-200, Revocation Procedure. (Government Code 11504)

X-400 INVESTIGATION OF COMPLAINT OR APPEAL BY SDSW

X-400

The SDSW will promptly investigate complaints from the denial of original applications, and appeals from the denial or modification of a renewal license. Such investigation will consist of a discussion with the accredited agency and a review of the case record. An interview with the complainant or appellant and a social study of the home may also be necessary to complete the investigation.

Licensees who are dissatisfied with the SDSW's decision regarding a renewal license may request a hearing before the SSWB in accordance with the procedure outlined in Sec. X-350, Appeal Procedure.

X-450 PREPARATION OF CASE FOR HEARING OF APPEAL

X-450

The SDSW will prepare a report of its investigation covering the following:

1. Appellant's contention
2. History of licensing action
3. Summary of facts appearing in agency record pertinent to appeal
4. Investigation undertaken by SDSW
5. Facts concerning present situation in the home
6. Reasons for denial or modification of license, citation of laws or standards violated, dates and specific facts and source of information pertinent thereto.

Issues to be Determined:

The SDSW will send to the appellant a statement of "Issues to be Determined" and a "Notice of Hearing." Further proceedings will be in accordance with Sec. X-350, Appeal Procedure.

X-500 APPEALS FROM DENIAL OF CERTIFICATE OF AUTHORITY

X-500

No appeal will be accepted from the denial of an original application for a Certificate of Authority. The SDSW will promptly investigate complaints from the denial of such new applications and the decision of the SDSW is final with respect to such complaints.

An appeal may be taken from the denial of a renewal application for a certificate of authority. If the appeal cannot be adjusted satisfactorily, a hearing before the SSWB is scheduled. Appeal procedure will be as set forth in Sec. X-350, Appeal Procedure. (W&IC 2355)

X-550 REVOCATION OF CERTIFICATE OF AUTHORITY

X-550

When the SDSW determines that cause exists for the revocation of a Certificate of Authority the proceedings will be in accordance with Sec. X-200, Revocation Procedure. (W&IC 2356)

X-900 FORMS

X-900

Standard forms, such as the "Accusation", "Statement of Issues to be Determined", "Notice of Defense" and "Notice of Hearing" are prescribed by the State Department of Professional and Vocational Standards.

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for the Aged)

FROM _____ COUNTY OR CITY AGENCY

FOR THE MONTH OF _____ 19____

(TO BE SUBMITTED WITH DETAILED CLAIM, FORM BHA 81)

1. TOTAL AMOUNT PAID BY COUNTY FOR AGED BOARDING HOME ADMINISTRATION.
(TOTAL COL. 5, FORM DFA 64A) \$ _____
2. BASIS FOR STATE PARTICIPATION \$ _____
(NO. OF VALID LICENSES DURING MONTH _____ x \$3.00)
(SAME AS TOTAL ON BHA 81)
3. REIMBURSEMENT CLAIMED FROM FEDERAL FUNDS
(SAME AS 1/2 OF ITEM 1, B, FORM AG 807 AND
1/2% TOTAL OF COL. 5, FORM DFA 64A) _____
4. AMOUNT DUE FROM STATE FUNDS \$ _____
(DIFFERENCE BETWEEN ITEMS 1 AND 3 BUT
NOT TO EXCEED ITEM 2)

FOR STATE USE ONLY

5. STATE SHARE OF ADJUSTMENTS.....\$ _____
6. ADJUSTED AMOUNT DUE FROM STATE FUNDS.....\$ _____

STATE OF CALIFORNIA

COUNTY OF _____) SS.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE EXECUTIVE OFFICER OF THE CITY OR COUNTY AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 11, DIVISION 3 OF THE WELFARE AND INSTITUTIONS CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICENSING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES DURING THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

OF _____, 19____

TITLE _____

TITLE _____

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORTING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDIT

I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE FUNDS, APPROPRIATED BY CHAPTER _____ STATUTES OF 1946, SUFFICIENT TO FINANCE PAYMENTS OF THE \$ _____ CLAIMED IN ITEM 4.

DEPARTMENTAL ACCOUNTING OFFICER

CLAIM NO.

DATE RECEIVED

SIGNATURE

AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE
BOARDING HOMES FOR CHILDREN

From _____ County or City Agency

for the Month of _____, 19____
(To be submitted with Detailed Claim, Form BHC 81)

1. AMOUNT OF STATE REIMBURSEMENT
No. of valid licenses during month _____ x \$3.00..... \$ _____
(Same as total on BHC 81)
2. TOTAL AMOUNT PAID BY COUNTY FOR
CHILDREN'S BOARDING HOME ADMINISTRATION.....\$ _____
(Total Col. 10, DFA 64A)

STATE OF CALIFORNIA

COUNTY OF _____

) ss.

I, _____, being duly sworn, depose and say:

That I am the executive officer of the city or county agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter I, Part 3, Division 2 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licensees whose names appear on the report hereto attached held valid licenses during the month for which reimbursement is hereby claimed.

Subscribed and sworn to before me this _____ day

of _____, 19____

Title __________
EXECUTIVE OFFICER OF THE ACCREDITED AGENCY_____
Title _____

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORTING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS

DATE _____

I HEREBY CERTIFY THAT THERE IS A BALANCE OF
STATE FUNDS, APPROPRIATED BY CHAPTER _____,
STATUTES OF 1946, SUFFICIENT TO FINANCE PAYMENT
OF THE \$ _____ CLAIMED IN COLUMN 3.

DEPARTMENTAL ACCOUNTING OFFICER

DATE _____

CLAIM NO.

DATE RECEIVED

SIGNATURE

VII H. STANDARDS FOR CHILD PLACING AGENCIES IN CALIFORNIA

VII

LICENSE REQUIRED TO ENGAGE IN CHILD PLACING

No person, association, or corporation shall, without first having obtained a written license or permit therefor from the SDSW or from an inspection service approved or accredited by the Department:

- (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
- (b) Engage in the finding of homes for children under sixteen years of age or place any such child in any home or other place, either for temporary or permanent care or for adoption. (Sec. 1620, Welfare and Institutions Code)

Any persons other than a parent or any organization, association or corporation that, without holding a valid and unrevoked license or permit to place children for adoption issued by the SDSW, places any child for adoption is guilty of a misdemeanor. (Sec. 224q, Civil Code)

DEFINITION OF CHILD PLACING AGENCY

A child placing agency is an organization accepting children for placement and supervision in temporary or permanent foster care or in adoptive homes.

I. ORGANIZATIONNon-Profit and Philanthropic Nature

The agency must be organized and operated on a non-profit and philanthropic basis.

Such an organization must be coordinated with the other social services in the community.

The existence of a social agency is justified only when it meets a definite need not already met, and when its program is coordinated with other community welfare services.

The agency should be a member of or eligible to membership in the council of social agencies of the community in which it operates.

(Section Continued on Next Page)

VII (H Continued)

VII .

Incorporation

The agency should be incorporated under Div. I, Part IV, Title XII of the Civil Code on non-profit corporations.

A corporation is better able to discharge the obligations and assume the responsibilities required for an acceptable standard of child care.

The Articles of Incorporation of an incorporated agency stating the purpose of the agency in broad terms must be filed with the Secretary of State at Sacramento, and copies of the Articles of Incorporation and amendments made there- to must also be filed with the SDSW.

Constitution and By-Laws

Regardless of whether the agency is incorporated, a constitution shall be established setting forth the purpose of the organization, and a copy of such constitution and the by-laws shall be filed with the SDSW. The by-laws shall set forth the functions of the corporation and the means whereby the functions are to be carried out.

II. GOVERNING BOARD

The constitution of the child placing agency shall provide for control by a responsible governing board.

Practice has indicated a board of not less than nine members is desirable, and to avoid unwieldiness, a board should generally not exceed eighteen or twenty-one members.

Representation of Governing Board

Members shall have an intelligent interest in child welfare, a concern for social conditions in the community, and must have sufficient time to discharge their obligations as board members. They shall be persons representative of the community in which the agency operates. The board shall include in its membership a variety of interests, talents, and points of view such as lawyer, physician, clergyman, educator, builder, merchant, so arranged that no single group or profession shall have a controlling vote. Members of the board should be of both sexes.

Board members shall serve without compensation. No board member shall profit financially by reason of his membership nor be employed by the agency regularly either full time or part time.

(Section Continued on Next Page)

VII (H Continued)

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Election of Members of Board

Members shall be elected by the supporting membership or by a representative body for a definite term of office with expiration of terms so arranged that a rotating board results.

Provision shall be made for the replacement of members who become inactive for a protracted period of time.

The overlapping of terms and election of one-third of the board membership annually is recommended to insure reasonable continuity of policy, as well as new and changing points of view.

Meetings of the Board

Board meetings should be held once a month for ten months of the year at least. Minutes of the board shall be kept.

Duties of the Board

The board shall formally adopt a written statement of its responsibilities to which the members agree. These shall include:

- (a) Responsibility to the community for adequate services to the children under care.
- (b) Interpretation of the service of the agency to the community, and the community to the staff of the agency.
- (c) The establishment of the policies to be followed by the agency.
- (d) The exercise of trusteeship for property and investments.
- (e) The approval of the budget and responsibility for the obtaining and receiving of adequate funds.
- (f) Employment of a well-equipped executive for the agency, and delegation to that executive responsibility for administration and employment of other staff members.
- (g) The maintenance of an informed, alert, and interested membership.
- (h) Maintenance of a full membership.

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VII (H Continued)

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Committees of the Board*

Provision shall be made for the appointment of standing committees and such temporary or special committees as are needed. All committees shall entrust administrative details to the executive and committees shall work with the executive, who in turn should meet with such committees.

Generally, the following standing committees are desirable:

- (a) Executive Committee
- (b) Finance Committee
- (c) Personnel Committee
- (d) Case Committee

Relationship Between Board and Executive

There shall be a proper division of responsibilities between the board and executive in order that an efficient administration may be provided. The board shall delegate to the executive the responsibility for administration, but the board shall determine the major policies and the general plan of operation based upon its knowledge of case problems, and community needs. The general policy of the board shall be to include the executive at all regular meetings.

III. FINANCES

The agency shall be soundly financed to insure an adequate standard of service.

It shall have sufficient funds for providing the services which it offers and to provide continuing care for children relinquished to it who may require prolonged study or treatment before placement, children who may be returned to it by the foster parents during the supervisory period, and children who may not prove to be adoptable.

If budget limitations exist, the scope and size of the agency's services shall be curtailed to the point that an adequate standard of service is maintained on the basis of the available funds.

Policies and practices governing receipt and expenditures of money shall be in accord with sound budgeting, disbursement and audit control procedures. An annual audit by a certified public accountant should be provided. Financial records shall be maintained of receipts, disbursements, assets and liabilities.

*"Purpose and Form of Organizations in the Field of Child Care and Protection," Child Welfare League of America, 1938, contains valuable suggestions as to organization and function of committees.

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VII (H Continued)

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Any fees charged shall be clearly defined as such at time of application for service and shall be based upon an actual sharing of costs of service.

There shall be no solicitation as a condition to placement of a child for adoption.

IV. PERSONNELQualifications of Staff

Staff members shall be fitted by character, personality, health, education, training and experience for work with parents and with children in foster homes. The staff of the agency must have educational training and/or experience in family or child welfare work.

Selection and Tenure of Staff

Employment and tenure of position shall be based solely upon competence.

The great responsibility which a child placing agency assumes in the lives of children who have been deprived of normal family and community relationships makes it particularly important that staff be carefully selected and well qualified.

Personnel policies shall be developed by the board and the executive with the participation of the staff. Policies should be formulated in writing and made available to the staff. Personnel policies, salaries, and working conditions shall be such as to attract and hold competent, well-qualified staff and to stimulate their professional growth.

Number of Staff

The number of staff shall be adequate for the scope of the agency's services. In general, an executive, case supervisor, case workers, and clerical staff are necessary. Additional professional services for the medical, dental, psychometric and psychiatric needs of the children served shall be available either on the staff of the agency or from other resources in the community.

The Executive

The executive shall have professional training in the field of child welfare or have demonstrated unusual ability and leadership through experience as an executive in the field of child welfare.

When the organization of the agency may necessitate, the executive shall have such other qualifications as are required for the additional duties he may have to assume, such as supervision of case work.

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Duties of the Executive

The duties of the executive shall include the following:

- (a) Responsibility for appointing and dismissing staff, and working closely with personnel committee of the board.
- (b) Responsibility for attending all regular board meetings and committees of the board, making reports concerning agency activities, and interpreting recognized standards of child care to the board.
- (c) Responsibility for holding regular staff meetings to discuss plans and policies.
- (d) Responsibility for organizing and carrying out a program of staff development for all staff members, and for arranging for attendance of staff at social work conferences and other meetings which assist in professional growth and effectiveness.
- (e) Responsibility for carrying out a child care program in conformity with recognized standards of modern child care.
- (f) Responsibility for leadership and stimulation in community planning for child welfare.

Case Work Supervisor

Case supervisors shall be employed to be responsible to the executive for the adequate performance of case work services. The standard of one case supervisor to six case workers should be maintained. Case supervisors shall have training in recognized schools of social work, and at least two years' supervised case work experience in a children's agency.

In an agency which does not have a case work supervisor, the executive should meet these qualifications.

Case Workers

Staff members engaged in case work service should have professional training in a recognized school of social work. In a combined family service and child welfare agency, where the executive has not had child welfare experience and where there is no case supervisor, the case worker should have had at least two years' experience in an accepted child placing agency in addition to professional training.

The duties of the case worker include making social studies, and planning and carrying out social treatment dealing with family situations, home finding, and case work with children, including the use of psychometric, psychiatric, and other specialized services as needed.

(Section Continued on Next Page)

VII (H Continued)

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Clerical Staff

An adequate clerical staff shall be maintained.

V. OFFICE SPACE

The child placing agency should be housed in offices which are adequately equipped, which provide privacy for interviewing and which are conveniently located for the public.

VI. SERVICES TO CHILDREN

The processes of intake, placement, supervision, and termination of care shall be in accord with present-day accepted standards of child care and social case work.

Basic Principles in Child Care

Services provided shall give evidence that the following principles of child care have been adhered to:

- (a) A child's own home and family are the natural setting in which the child's social and personality growth normally occur and his own home and family are a basic right of each child.
- (b) Primary emphasis shall be placed upon skillful and understanding professional service to parents rather than upon custodial care of their children. Emotional growth and personality development are determined by the child's first relationships to his own parents and siblings. The child's own family should be assisted in every possible way to meet the child's needs in his own home.
- (c) The type of service provided shall be based upon a consideration of the wishes of and participation of his parents, a consideration of the child's individual needs, and his family situation. Knowledge and understanding of the physical, intellectual, emotional, and social development of the child are essential to effective case work.
- (d) A child should be cared for away from his own family only after efforts to bring about favorable conditions within the home for normal development have been unsuccessful. Every child who must leave his home to live away from his own family suffers a profound emotional and social disturbance.
- (e) Foster home care must provide opportunities for maximum development of the child's native capacities and must further his development into an adequate adult personality.

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Initial Study

Decision as to acceptance for service shall be based upon clearly defined but flexible agency policy, and shall be based upon a complete social study of the total situation of the child in order that the ultimate welfare of the individual child is served.

The social study shall be recorded and should make certain:

- (a) As complete a knowledge and understanding as possible of the family and present situation to determine what available resources might be used to preserve family ties before removal of the child from his family.
- (b) Knowledge and understanding of the child's physical and mental status, personality, emotional adjustment, his attitudes and attitude of family toward situation and toward placement or other treatment.
- (c) The participation of the child and the family to the full extent of their abilities in the agency plan for care or referral to other community resources which better meet his particular needs.

Placement and Supervision

- (a) Children should be placed only in homes within a geographical area in which it is possible for the agency to give adequate supervision.
- (b) Children shall be placed in foster homes of the same religious faith as that of the child, or in accordance with the desire expressed by the parent.
- (c) Children shall be placed in homes of the same racial and national background when this is possible.
- (d) The economic and occupational background of the child's family and the foster family should not be too divergent in placements.
- (e) Children of the same family shall be kept together whenever possible unless it has been determined that this is not beneficial.
- (f) The selection of a foster family home or group care in an institution for a particular child shall be based upon consideration of the individual child's total needs (health, educational, religious, recreational, social, and emotional) and how well the particular foster family can meet the child's needs and potentialities or how well the institutional program will fulfill the child's needs.
- (g) Unless the child has been permanently removed from the custody of his parents, or the placement is in an adoptive home, every effort shall be made to strengthen family relationships and to help parents make a responsible plan for the permanent care of their children.

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- (h) The agency shall make certain that adequate and appropriate clothing, recreational allowances, continuing medical and dental care are provided for each child.
- (i) Adequacy of supervision with respect to frequency of visits to the child, and foster family (or institution) and own family shall be maintained. The frequency of such visits shall be determined by the circumstances of each case and the discretion of the agency. See Sec. VII of these standards under "Placement for Adoption and Supervision."

The case load of a worker giving full time to the supervision of children in foster homes shall not exceed fifty children. If the worker carries other responsibilities such as recruitment or home finding, intake, or work with children with serious emotional disturbances, or work with children in their own families, or the geographical area to be covered is widespread, the case load shall be proportionately reduced. See Sec. VII under "Placement for Adoption and Supervision."

- (j) Psychological study, direct treatment by a psychiatrist or psychiatric consultation to aid the case worker in treatment shall be provided by the agency for those children accepted for care who require such specialized professional services.
- (k) Foster homes used for children under sixteen years of age shall be those which conform to the Standards for Boarding Homes for Children as developed by the SDSW.
- (l) The agency should assume responsibility for the continued supervision and education of foster parents with respect to the physical, intellectual, and emotional needs of children and sound principles of child care by means of periodic visits to the home, and by such other devices as the stimulation of parent study groups, institutes, dissemination of literature, books, and pamphlets on child care, as are feasible.
- (m) The use of a foster home by more than one agency should be avoided as much as possible by agreements between the agency and foster parents and with other community agencies using foster homes.
- (n) The agency shall maintain adequate case records of each child and family which shall include a face sheet, report of original study, and progress reports of the child under care and work with the child's family. Case records should be organized in a manner that will aid in understanding the child and his family and developing plans for his care. The record shall contain medical records, reports of initial medical examination, continuous record of communicable diseases and illnesses, and medical treatment. School reports, psychological reports, legal papers, etc., should also be filed in the child's record.
- (o) Separate records shall be maintained of each foster home studied and used by the agency and should include periodic evaluation of the home.

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A record should be kept of all children cared for in each home, and dates of care received there. When child is placed for adoption, the child's record and the foster home records should be combined.

Medical Care

The agency shall provide adequate preventive and remedial medical care through a qualified physician, preferably a pediatrician or through a clinic organized to provide the necessary medical service. The physician responsible for medical care of the children under supervision should be paid for his services.

The agency should secure authorization for medical care from parents or legal guardians.

Medical care provided shall include:

- (a) Complete physical examination, including examination of eyes and ears (prior to placement whenever possible; no placement should be made without a prior clearance as to freedom from communicable disease unless suitable isolation is maintained); prompt treatment of remediable physical conditions; necessary laboratory tests and inoculations,

Immunization of children over six months against diphtheria and vaccination against smallpox; immunization of children under six years against whooping cough; provision for tuberculin test or chest X-ray for each child; provision for nose and throat culture, vaginal smear, and Wassermann where indicated.

- (b) For infants continuous medical supervision; for older children physical examinations at least annually or oftener as recommended by the physician or as the child's development and condition indicates.
- (c) In cases of illness or accidents, and provision for medical care and hospitalization as required.
- (d) Dental examinations semi-annually followed by necessary treatment; arrangements for orthodontic care for children requiring this care.
- (e) Competent psychological and psychiatric treatment or consultation for those children who require such service.
- (f) Continuing observation of the child's developmental progress and discussion with the physician of any deviations from satisfactory conditions.
- (g) Health instruction, adequate nutrition, and training in sound physical and mental health habits shall be shared by parents, foster parents, case worker, and physician.

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- (h) When adoption placement is contemplated for an infant, a report from the obstetrician delivering the child shall be obtained before acceptance of the child for care.

Termination of Care

- (a) Termination of agency care shall be determined by case work study and planning. In placement for adoption, the agency responsible for care shall be terminated by the granting of the adoption by the court.
- (b) Continuous study of the home and planning with the family and child shall precede the return of the child to his parents or relative. Arrangements shall be made for adequate follow-up service and supervision according to the child's needs.

Reports and Statistics

- (a) Current administrative records shall be maintained by the agency in such a form as to provide an index to all cases including location of children under care and including all foster homes in use.
- (b) Financial records shall be kept current showing nature and source of income and nature of expenditures.
- (c) Such monthly statistical reports shall be submitted as the SDSW requires.
- (d) Copies of current policies and procedures on adoption agency shall be submitted to the SDSW as adopted by the board of the agency.
- (e) Such other records and reports shall be maintained and submitted as required by the SDSW.

VII. ADDITIONAL REQUIREMENTS IN ADOPTION SERVICES

The focus of the agency shall be on finding homes for children for whom adoption appears to be the best plan, rather than on providing children for applicants.

Services to Natural Parents

The agency shall provide adequate services to natural parents, including counseling and referral to other agencies when indicated, and shall see that help is given to parents in thinking through and making the best plan for the child.

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The study of the natural parents relinquishing a child for adoption shall include the history and family background of each, their marital status, education, occupation, citizenship, health--physical and mental, religion and religious preference for the child, temperament and personality.

Acceptance of Relinquishments of Children

The agency shall accept a relinquishment of a child for adoption only after a thorough study has been made to determine:

- (a) That the parents have come to the decision to surrender him with knowledge that all ties will be permanently severed with the surrender, full awareness of all the implications, and with knowledge of other resources available to them.
- (b) That adoption is for the child's best interest.
- (c) That the child is legally free for adoption.
- (d) That the child is a proper subject for adoption.

By accepting a relinquishment of a child from a parent, the agency shall assume full responsibility for the child, its care and support, relieving the parents of further responsibility.

A relinquishment once given and filed with the SDSW shall be binding and can be canceled only by mutual consent of the natural parent and the agency.

No relinquishment shall be accepted before the child is born or while the mother is still in the hospital or maternity home following the birth of the child.

Placement for Adoption and Supervision

No child shall be placed in an adoptive home until:

- (a) All necessary relinquishments have been obtained and filed with the SDSW.
- (b) It has been determined by proper tests and examinations that he is adoptable.

The agency shall place special emphasis on the study of the individual child and his needs in order that it may select the home which will offer the best potentialities for his full development.

The placement of a child for adoption shall be contingent upon a thorough study of the prospective adoptive parents to determine their fitness as parents

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and the suitability of their home for the particular child. This shall include consideration of age, health, mentality, personality, character, religion, cultural background and status, education, financial security, standard of living, marital status, harmony of home life, understanding of children, and motives for adoption.

There shall be a supervised interim period of one year between the placement and the final adoption. This may be shortened only upon the written approval of the SDSW.

The frequency of supervisory visits to the home by the agency shall be determined by the circumstances of each case and the discretion of the agency, but in no instance shall there be less than one visit each quarter.

The identity of the adoptive parents shall not be revealed to the natural parents.

Adoptive parents shall be furnished with full information regarding the family background of the child, the child's development, and the results of tests and examinations. They may be furnished with the names of the natural parents only at the time the agency is ready to complete the adoption.

Applicants for Children

The agency shall maintain a list of approved homes sufficiently large to provide a wide basis of choice in selecting the home which will best meet the needs of the individual child.

All applicants shall be given equal consideration. The order in which applications are received shall in general determine priority in making the home study and approving a home for placement of a child.

The selection of a particular home for the placement of a child shall be made solely on the basis of serving the best interests of the child, and shall in no way be influenced by any payment or contribution over and above the fee (if any) set for service to adoptive parents, by the source of referral, nor by the order in which applications were received.

The agency shall not accept for service a case in which the placement of a child has been so promised that the agency is not free to make a different placement.

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

A. Mulder
(Signature)

Director
(Title)

1/31/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
January 31, 1947

SOCIAL WELFARE BOARD

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LOS ANGELES

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SAN FRANCISCO

JOHN C. CUNEO
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REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 101

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

MAIN OFFICE
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WASHINGTON BUILDING
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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
January 31, 1947

FILED

In the office of the Secretary of State
of the State of California

FEB 3 - 1947

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

1297

MANUAL LETTER NO. 101

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators for the revised chapters. Revision numbers by chapters are as follows:

Welfare Personnel Standards	Revisions 59 and 60
Classification	Revisions 37 thru 41
Continuing Services	Revision 165
Financial Procedures	Revisions 230 thru 232

Sec. 077-06 has been revised with regard to recording of employees sick leave. Sec. 077-08 has been revised with regard to recording of employees vacation and lump sum payments for earned vacation at the time an employee separates from employment.

Sec. 195-00 has been revised and Sec. 195-10 has been deleted in order to eliminate the provision that ANC could not be granted if there was a tuberculous person in the home.

Sec. 351-30 as now written revises the reinvestigation procedure during temporary absence of a recipient from the state.

Secs. 645-30, 645-45 and 645-50 have been revised to give effect to the above noted revisions in Secs. 077-06 and 077-08 of Welfare Personnel Standards.

077-06 GRANTING OF SICK LEAVE
WPS

077-06

Sick leave may be granted by the appointing officer for any of the following reasons:

1. Illness requiring absence from work;
2. Emergency dental care;
3. Contact or exposure to contagious disease under circumstances in which the health of the employees with whom associated or members of the public with whom they necessarily deal would be endangered by attendance on duty;
4. Illness or death in the immediate family of the employee for such periods as the attendance of the employee shall be necessary.

Sick leave may not be granted for absence from work due to pregnancy. Sick leave may be accumulated up to a total of fifty work days.

The appointing authority may require that any request for sick leave be accompanied by a physician's certificate or other proof of the adequacy of the reasons for any officer's or employee's absence during the time for which sick leave is requested.

The appointing officer shall keep proper records and schedules of sick leave granted and shall make such reports to the SDSW as may from time to time be required concerning the sick leave granted or due to each employee.

Each county welfare department shall have entered each month on Employee's Monthly Time Record (Form DFA 43) or other approved personnel record, the total number of days of accumulated sick leave of each employee at the beginning of the month, the number of days sick leave accumulated and used during the month, and the balance of sick leave to the credit of the employee at the end of the month. (SEE SECS. 645-30, TIME RECORDING BY EMPLOYEES, AND 645-45, SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE.) (W&IC 119.5, 119.6, FSS-ADMIN.)

Nothing in this section shall be construed as precluding boards of supervisors from adopting, by ordinance or resolution, sick leave provisions which are different from those included in this section. A copy of any such ordinance or resolution affecting sick leave privileges for employees shall be forwarded within thirty days to the SDSW for presentation to the SSWB for consideration.

077-07 ACCRUED SICK LEAVE OF TRANSFERRED EMPLOYEE
WPS

077-07

In the event of the transfer of an employee from one county welfare department to another, the latter county welfare department shall assume no obligation in recognizing any accrued sick leave earned by the employee but not used in the county from which the employee transferred. (W&IC 119.5, 119.6)

077-03 LEAVE OF ABSENCE FOR COURT DUTY
WPS

077-03

Subject to the approval of the appointing officer, an employee may be granted leave with pay from his work for such time as may be required to serve as a witness or juror in a court of law. (W&IC 119.5, 119.6; FSS-ADMIN.)

077-04 ABSENCE WITHOUT LEAVE
WPS

077-04

Absence from duty without leave for a period in excess of ten calendar days may be considered good cause for dismissal from the service. (W&IC 119.5; 119.6; FSS-ADMIN.)

077-05 ALLOWANCE FOR SICK LEAVE
WPS

077-05

Every employee may, subject to the approval of the appointing authority, be granted sick leave with pay computed on the basis of one work day for each calendar month or major portion of a calendar month of service. The words "calendar month" as used in this section refer to the period from the first to last day of the month. (W&IC 119.5, 119.6; FSS-ADMIN.)

077-09 ACCRUED VACATION OF TRANSFERRED EMPLOYEE
WPS

077-09

In the event of the transfer of an employee from one county welfare department to another, the latter county welfare department shall assume no obligation in recognizing any accrued vacation earned by the employee but not taken in the county from which the employee transferred. (W&IC 119.5, 119.6.)

077-10 MILITARY LEAVE
WPS

077-10

Whenever the United States is engaged in war or whenever the Governor finds and proclaims that an emergency exists in preparing for National Defense, any permanent or probationary employee of a county agency who enters the military service of the United States shall be granted military leave without pay from his position upon his request. An employee must file with appointing authority written request for military leave for period of his military service prior to his entry into military service. A copy of employee's written request for military leave shall be filed with Personnel Officer.

A military leave shall not constitute employee's separation from employment except as provided for in Sec. 077-15, Reinstatement Following Military Leave. An individual on military leave may not be granted compensation during period of his military leave except as herein provided. (W&IC 119.5, 119.6; FSS-ADMIN.)

077-08 ALLOWANCE FOR VACATION
WPS

077-08

Every employee after one year of service shall be entitled to vacation with pay for a period of not less than two calendar weeks nor more than fifteen work days. Vacation with pay may not be granted until one year of service has been completed. Succeeding vacations shall be granted upon, but not before, completion of each year of service and shall be not less than two calendar weeks nor more than fifteen work days in length.

For the purpose of computing vacation allowance, "work days" shall not include Saturday afternoons, Sundays, or legal holidays. Holidays are every Sunday, January 1, February 12, February 22, May 30, July 4, September 9, the first Monday in September, October 12, November 11, December 25, every day on which an election is held throughout the state, and every day appointed by the President of the United States or by the Governor of this state for a public fast, thanksgiving, or holiday. If January 1, February 12, February 22, May 30, July 4, September 9, October 12, November 11, or December 25, falls on Sunday, the Monday following is a holiday. Every Saturday from twelve noon until twelve midnight is a holiday as regards the transaction of business in public offices.

When an employee is separated from employment with a county welfare department, he may be compensated in a lump sum at the time of his separation for accumulated earned vacation, or he may be continued on the payroll for the period of his earned vacation, depending on the practice in the county. All lump sum payments for accumulated earned vacation shall be reported on Summary of County Employees Paid Less Than Full Time Monthly Salaries (Form DFA 64-B) showing the number of days vacation for which lump sum payment has been made.

The effective date of this rule as a basis for the computation of earned vacation shall be January 1, 1942. Vacation earned but not taken by an employee prior to the effective date of this rule shall be credited to him on the basis of the rule for computing earned vacation existing in the county prior to January 1, 1942. Thereafter, vacations shall not be cumulative from year to year.

The appointing officer shall keep proper records and schedules of vacations granted and shall make such reports to the SDSW as may from time to time be required concerning the vacation granted or due each employee.

Each county welfare department shall have entered each month on Employee's Monthly Time Record (Form DFA 43) or on any other approved personnel record, the total number of days of accumulated earned vacation of each employee at the beginning of the month, the number of days vacation earned and used during the month, and the balance of vacation to the credit of the employee at the end of the month. (SEE SECS. 645-30, TIME RECORDING BY EMPLOYEES, AND 645-45, SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE.) (W&IC 119.5, 119.6; FSS-ADMIN.)

Nothing in this section shall be construed as precluding boards of supervisors from adopting, by ordinance or resolution, vacation provisions which are different from those included in this section. A copy of any such ordinance or resolution affecting vacation rights of employees shall be forwarded within thirty days to the SDSW for presentation to the SSWB for consideration.

195-00 (Continued)

195-00

GAINFUL WORK (EMPLOYMENT)

When the physician reports that the father may safely undertake employment, it is the responsibility of the county to determine whether the work he can undertake, as reported by the physician, is gainful employment. (SEE SEC. 195-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON TUBERCULOUS FATHER (TBF), FORM CA 242.)

A. Definition of Gainful Work

Except as provided under the trial work period or a retraining (rehabilitation) plan (see discussion under these headings below) a father is considered to be gainfully employed if he earns for more than two consecutive months an amount to exceed his total needs, including his pro-rated share of rent, utilities, and household expenses if living in the home. (See "Establishment of Eligibility" above)

There will be instances wherein the tuberculous father is assisted by members of his family in carrying on or developing a project such as raising chickens, or milk goats, or similar undertaking, and the medical report indicates the father is not able to undertake gainful work. Net profits from such cooperative endeavor are considered income to the family budget unit and need not be taken into consideration in determining whether the tuberculous father is gainfully employed.

B. Determination of Gainful Work

The county shall determine whether the work the father can undertake, if any, is gainful employment by determining the amount of earnings on the basis of the prevailing wage for the type of work and the number of hours of work the father is able to do as reported by the physician. The local USES may be consulted for types of work and prevailing wages. (SEE SEC. 195-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON TUBERCULOUS FATHER (TBF), FORM CA 242, FOR FURTHER EXPLANATION.)

(Section Continued on Next Page)

195-00 CLASSIFICATION OF CHILD OF TUBERCULOUS FATHER (TBF)
ANC

195-00

- I. A child shall be considered eligible under the classification of a child of a tuberculous father when the father is not gainfully employed;

AND:

- A. The signed statement of a licensed physician establishes that the father has pulmonary tuberculosis or any other type of tuberculosis and that the father should refrain from employment;

OR:

- B. 1. The signed statement of a licensed physician establishes that the father has pulmonary tuberculosis or any other type of tuberculosis;

AND:

2. The physician specifies the number of hours of work which his condition permits;

AND:

3. The county has determined that this number of hours does not constitute gainful employment.

- II. Except as provided below under Plan for Rehabilitation, a child shall be considered ineligible under this classification when the father is able to undertake gainful employment as determined in accord with the instructions and coding set forth on Form CA 242, Items C & D.

- III. The term "physician", when used in connection with the establishment of ANC under the TBF classification, relates to a doctor who is licensed as a physician and surgeon under Chapter 5, Division II of the Business and Professions Code. (This relates to physicians possessing M. D. degrees and those possessing D. O. degrees, who have a physician's and surgeon's certificate.)

ESTABLISHMENT OF ELIGIBILITY

A completed Form CA 242, Report on Tuberculous Father, shall be a part of the county record in establishing eligibility under the TBF classification. Eligibility under this classification shall not be considered established prior to the date of the physician's examination as shown on the Form CA 242.

- A. When the father is in a sanitarium or a hospital, the county shall request notification when the patient leaves. The county shall be responsible for establishing continued eligibility.
- B. When the father is not in a sanitarium or a hospital, continued eligibility shall be established by a follow-up report from a physician on Form CA 242 at intervals of six months or at intervals specified by the physician.

(Section Continued on Next Page)

195-00 (Continued)

195-00

ANNUAL REINVESTIGATION

Aid may not continue beyond the due date of the annual reinvestigation without a physician's report establishing continuing eligibility with the following exceptions:

1. When unsettled conditions in a foreign country make it difficult to secure medical reports on the tuberculous father, aid may be continued beyond the due date of the annual reinvestigation without the required medical form when the disability may reasonably be expected still to exist.

EXAMPLE A: IN A CASE WHERE PREVIOUS MEDICAL REPORTS HAVE SHOWN THE FATHER HAS ADVANCED TUBERCULOSIS AND LETTERS FROM THE FATHER OR RELATIVES TO HIS FAMILY INDICATE HIS CONDITION HAS NOT IMPROVED TO ANY GREAT EXTENT, IT MAY REASONABLY BE EXPECTED THAT HIS DISABILITY STILL EXISTS.

2. When the record indicates that the county has shown due diligence in an effort to secure the medical report and there is reason to **believe** the disability still exists, aid may be continued beyond the due date of the annual reinvestigation for a period not to exceed 90 days. (W&IC 1500, 1560)

EXAMPLE B: IT IS KNOWN TO THE COUNTY OVER CONSIDERABLE PERIOD THAT THE TUBERCULOUS FATHER WAS LIVING WITH HIS PARENTS. AT TIME OF REINVESTIGATION IT IS LEARNED THAT HE LEFT THIS HOME AND HAS GONE TO ARIZONA TO BE WITH HIS SISTER. AID CONTINUES FOR A PERIOD NOT TO EXCEED 90 DAYS BEYOND THE DATE OF ANNUAL REINVESTIGATION TO ENABLE THE COUNTY TO SECURE THE NECESSARY MEDICAL REPORT.

195-00 (Continued)

195-00

When the father is reported by the physician to be physically able to work and he is not actually working, the estimated potential earnings, established by the worker, shall be used in determining ability to undertake gainful employment. (SEE SEC. 195-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON TUBERCULOUS FATHER (TBF), FORM CA 242)

EARNINGS OF FATHER

If the earnings of a tuberculous father exceed his budgetary needs including his pro-rated share of overhead expenses for two consecutive months, the ANC grant shall be suspended for the third month until verification of earnings for that month have been made. If the earnings for the third month exceed the father's share of the budget, ineligibility exists and aid for that month is cancelled. If the earnings of the tuberculous father do not exceed his share of the budget in the third month, eligibility exists and aid for that month is paid in an amount to meet the budgetary deficiency.

TRIAL WORK PERIOD

In cases where the examining physician is unable to determine whether or not work would be harmful to the father, he may recommend in writing a trial work period in order to make such determination. ANC shall be granted up to and during such trial work period except for those months in which the father's actual earnings, together with other income, may exceed the total budgetary needs of the family. The trial work period begins at the time the patient secures a suitable type of employment as prescribed by the physician and shall not exceed 90 days without further recommendation from the physician for such extension.

PLAN FOR REHABILITATION

It may be found desirable for the father to be trained for some type of work. Even though the physician finds the father able to undertake gainful employment, ANC may be granted for his children while this determination is being made and until the father's training has been completed. If a tuberculous father receives remuneration during the period of retraining under an established vocational rehabilitation training program, ANC shall be granted during such retraining period, except for those months in which the father's actual earnings, together with other income, may exceed the total budgetary needs of the family.

(Section Continued on Next Page)

196-00 (Continued)

196-00

may be established by a completed Form CA 240 signed by a physician who certified as to eligibility on the basis of a review of the medical information obtained from the Veterans Administration or by a completed Form CA 240 signed by a physician who has made the examination of the incapacitated father. (SEE SEC. 196-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON INCAPACITATED FATHER (CIF), FORM CA 240.)

Under the regulations governing the Veterans Administration Facility, the medical staff of these hospitals are not permitted to make statements in regard to degree or permanence of incapacity. However, the medical report will be released by the Veterans Administration to the county welfare department or physician on receipt of a signed consent of the veteran.

GAINFUL WORK (EMPLOYMENT) UNDER CIF CLASSIFICATION

When the physician reports that the father may safely undertake employment, it is the responsibility of the county to determine whether the work he can undertake, as reported by the physician, is gainful employment. (SEE SEC. 196-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON INCAPACITATED FATHER (CIF), FORM CA 240.)

A. Definition of Gainful Work

Except as provided under the trial work period or a retraining (rehabilitation) plan, (see discussion under these headings below) a father is considered to be gainfully employed if he earns for more than two consecutive months an amount to exceed his total needs, including his pro-rated share of rent, utilities, and household expenses if living in the home. (See "Establishment of Eligibility Under CIF Classification" above.)

(Section Continued on Next Page)

196-00 CLASSIFICATION OF CHILD OF INCAPACITATED FATHER (CIF)
ANC

196-00

DEFINITION

A child shall be considered eligible under the classification of child of incapacitated father (CIF) when

The licensed physician's statement establishes that the father has a permanent physical disability and at the time of this determination

- a. The father is unable to engage in any occupation, or
- b. The number of hours of work which the father's physical condition permits as determined by the physician does not constitute gainful employment. (SEE SEC. 196-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON INCAPACITATED FATHER (CIF), FORM CA 240.)

The term physician, when used in connection with the establishment of ANC under the CIF classification, relates to a doctor who is licensed as a physician and surgeon under Chapter 5, Division II of the Business and Professions Code. (This relates to physicians possessing M. D. degrees and those possessing D. O. degrees, who have a physician's and surgeon's certificate.)

ESTABLISHMENT OF ELIGIBILITY UNDER CIF CLASSIFICATION

A completed Form CA 240, Report on Incapacitated Father (CIF) shall be a part of the county record in establishing eligibility under the CIF classification.

If the incapacitated father is receiving domiciliary care, or is currently under treatment of the Veterans Administration Facility, eligibility to ANC

(Section Continued on Next Page)

351-80 REINVESTIGATION DURING ABSENCE FROM THE STATE
OAS, ANB, APSB, ANC

351-80

In OAS, ANB, APSB and ANC, when reinvestigation of eligibility falls due during temporary absence from the state, the assistance of the welfare agency in the locality in which the recipient is living shall be requested in completing the reinvestigation. An Affirmation of Eligibility (Form Ag, Bl, CA 206) shall be sent to the agency with the request that the agency interview the recipient, secure the signed Form Ag, Bl, CA 206, and return it together with a report of the recipient's statement of his plan regarding residence, his living arrangement, the source and amount of his income, etc. Sufficient information about the recipient and the nature of the information desired regarding him should be given in the letter of inquiry, so that the out-of-state agency may proceed intelligently in collecting and transmitting the necessary information. The requirement that the recipient have his signature acknowledged before a notary or other person authorized to attest his signature is optional with the county. (SEE SECS. 353-05, REPORT REQUIRED OF RECIPIENT WHO LEAVES STATE, AND 123-05, CONTINUANCE OF AID WHILE RECIPIENT ABSENT FROM STATE.)

If the signed affirmation of Eligibility and the report is not returned by the out-of-state agency within a reasonable time after follow-up is made, direct request should be made to the recipient to complete the Form Ag, Bl, CA 206 and to forward it together with his statement of his intent with respect to residence and his living arrangements.

In ANB and APSB the SDSW will assist in arranging for an acceptable eye examination upon written request from the county. (W&IC 1560, 2140, 3075, 3089, 3460, 3473)

351-90 REINVESTIGATION DURING TRANSFER OF AID FROM ONE COUNTY
TO ANOTHER
OAS, ANB, APSB, ANC

351-90

When the due date of reinvestigation falls within the three months immediately preceding the effective date of transfer of aid from one county to another, the county currently paying aid need not make the reinvestigation as the second county will be making an investigation before it grants aid. (SEE SEC. 370-00, TRANSFER OF AID.)

In ANB and APSB when an annual reexamination of the eyes is required in connection with the reinvestigation, which would have been made had the person not moved to another county, the payment for such examination shall be made by the county currently paying aid. (SEE SEC. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION.) (W&IC 1560, 2140, 3075, 3460)

351-65 REINVESTIGATION OF PAYEE, PARENTS' WHEREABOUTS AND
ASSISTANCE PLAN
ANC

351-65

The relationship, if any, which the payee bears to the child should be redetermined whenever there is a change in the payee. (FSS-ACT)

Efforts should be made to redetermine the whereabouts of living parents. (SEE SEC. 352-10, RECORDING OF REINVESTIGATION IN ANC.)

The reinvestigation of assistance plan shall include verification of income including parents' wages, parents' actual contributions, earnings of minor children, income from securities, trust funds, pensions, etc. The parents' financial situation shall be redetermined as evidence of their ability to support.

The amount needed for the child shall be redetermined. This includes the reestablishment of need on a budgetary or cost of care basis, depending on the plan for the children. (W&IC 1500, 1560)

351-75 REINVESTIGATION OF SCHOOL ATTENDANCE
ANC

351-75

School attendance shall be verified for all children between 16 and 18 receiving ANC as provided in Sec. 235-20, School Attendance as a Requirement for Federal participation. (W&IC 1560; FSS-ACT)

645-30 (Continued)

645-30

segregable by programs. Daily copies are submitted to employee's supervisor or time clerk at end of month (with Form DFA 43) for checking as to accuracy. Completed Forms DFA 42 shall be maintained on file in county office for the current and immediately preceding month. (SEE FORM DFA 42 IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

2. Employee's Monthly Time Record (Form DFA 43). Time is recorded on this form to the nearest half hour by every county employee whose salary in whole or in part is paid from funds budgeted for the county welfare department and whose name appears on the pay roll of that department. Employees who work on one program only or whose duties are such that no segregation by program can be made of their time are not required to use Form DFA 42 and shall post their time directly to Form DFA 43. Employees who keep Form DFA 42 shall transfer their daily time totals to Form DFA 43, adjusting to the nearest half hour. Provision is made for employees maintaining an individual personnel record for vacation and sick leave. In the event no other approved record of sick leave or vacation is maintained, these records shall be completed monthly showing accumulated vacation and sick leave available at the beginning of the month, additions and deductions during the month and balances remaining at the end of the month which are then transferred to the succeeding Employee's Monthly Time Record. (SEE SECS. 077-06, GRANTING OF SICK LEAVE, AND 077-08, ALLOWANCE FOR VACATION.) After completion of Form DFA 43, it must be signed by the employee and countersigned by the employee's supervisor, who attests to the accuracy of the time record. Copies of Form DFA 43 shall be available for inspection and audit and shall be retained in the county files until authorization for their destruction has been secured from the SDSW. The data on Administrative Expense Work Sheet for Allocation of Expenditures Based on Results of Time Recording (Form DFA 64) are compiled from Form DFA 43. (SEE SECS. 646-70, RULES FOR ALLOCATING ADMINISTRATIVE EXPENSE, AND 646-80, FORMS USED IN ADMINISTRATIVE EXPENSE CLAIMS.) (SEE FORM DFA 43 IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

"Title" on Forms DFA 42 and DFA 43, respectively, means the employee's civil service or merit system classification. (W41C 1560, 2140, 3075; FSS-ADMIN.)

645-26 EXPENDITURES FOR COMMISSARIES
GR

645-26

Commissary costs shall be determined and handled as direct charges to this activity where readily determinable. They may be reported on the Administrative Expense Worksheets (Forms DFA 64 and 64A) under the caption "Commissary" or the OWP column may be used.

Joint expenditures applicable to the categorical aid programs only will be allocated as such.

Only expenditures for Salaries and Wages, Maintenance and Operations, and Capital Outlay by which all welfare programs and the commissary benefit, shall be treated as overall expenses. An example of the latter would be the salary of a county welfare director who is responsible for the operation of all welfare programs including the commissary. (W&IC 1561, 2140, 3091; FSS-ADMIN.)

645-30 TIME RECORDING BY EMPLOYEES
OAS. ANB. ANC

645-30

Salaries and wages paid to employees of county welfare department are apportioned among the programs administered by the department in accordance with the ratio of gross man-hours worked on each program by each employee. The basis of this recording is the maintenance by employees of daily and/or monthly time records. Such time recording by employees is a continuous process and the allocation of time among programs is done individually by all persons whose daily work is identifiable with different programs. (SEE SEC. 646-70, RULES FOR ALLOCATING ADMINISTRATIVE EXPENSE.)

The daily and monthly SDSW time recording forms (Forms DFA 42 and DFA 43) provide the necessary facilities for making such a segregation. Any county wishing to substitute a specially designed form to suit its particular needs shall submit the proposed form to the SDSW for approval.

Forms used in recording time are:

1. Employee's Individual Daily Time Record (Form DFA 42). Time is recorded on this form to the nearest five minutes and is totaled by programs at the end of each day for posting to the Monthly Time Record (Form DFA 43). All time worked during a day, including overtime, shall be recorded on Form DFA 42 by employees who work on more than one program and whose duties are such that their time is

(Section Continued on Next Page)

645-50 COMPUTING LESS THAN FULL MONTHLY SALARY
OAS, ANB, ANC

645-50

When an employee works part-time, or is on pay roll less than a calendar month, whether or not this constitutes the entire period of his employment, his salary, unless on per diem or hourly basis, shall be based on the actual number of calendar days in the month, unless county rules and regulations provide otherwise. Reciprocal tables devised by SDSW may be used for salary computation. Briefly, $\frac{\text{days on pay roll}}{\text{days in the month}} \times \text{monthly salary} = \text{salary or wage due.}$

EXAMPLE A: AN EMPLOYEE HIRED TO BEGIN WORK THE MORNING OF SEPTEMBER 16 AT THE MONTHLY SALARY OF \$90 RECEIVES \$45, COMPUTABLE AS FOLLOWS: $15/30 \times \$90 = \$45.$

When an employee works regularly on an intermittent basis at a full monthly rate of pay, his salary may be computed as follows:

$\frac{\text{hours worked}}{\text{work hours in month (actual or average)}} \times \text{monthly salary} = \text{salary or wage due.}$

EXAMPLE B: AN EMPLOYEE WORKS SEPTEMBER 16, 18, 19, 23, 25, 27 AT A MONTHLY SALARY OF \$100 RECEIVES \$26.25 COMPUTED AS FOLLOWS: $42/160 \times 100 = \$26.25.$

When a merit system employee not paid on an hourly or per diem basis is absent without pay on the last work day of the week and returns to work on the morning of the first work day of the following week or the morning after a holiday, he may be paid for Saturday and Sunday or the holiday, if no county-wide ordinance exists to the contrary.

If the employee does not return to work on the morning of the first work day in the week or the morning after a holiday, he may be paid for Saturday and Sunday or the holiday, providing he was not absent without pay on the last work day of the preceding week or on the day before the holiday and there is no existing county-wide ordinance to the contrary.

In no case will an employee be paid for Saturday and Sunday or holiday when he was absent without pay on the last required work day in the week as well as on the first work day of the following week and when he was absent without pay the day before and the day after a holiday.

Summary of County Employees Paid Less than Full Time Monthly Salary (Form DFA 64B) is completed for any employee whose salary is computed under the provisions of this section. (W&IC 1560, 2140, 3075; FSS-ADMIN.)

645-45 SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE
OAS, ANB, ANC

645-45

Claim may be made for salaries paid employees of county welfare department during period of leave with pay in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards.

For each county employee granted leave or other absence in accordance with Merit System rules and regulations there shall be currently maintained the vacation and sick leave record provided on Form DFA 43, County Employee's Monthly Time Record, in the event no other approved record of sick leave or vacation is maintained. The record shall be completed in detail showing available leave at the beginning of the month, increases and decreases during the month and the amount of leave available at the end of the month. The amount of leave available at the end of the month shall then be recorded on the next month's Form DFA 43, or other approved personnel record. (SEE SEC. 645-40, CATEGORIES UNDER WHICH TIME IS RECORDED.) (W&IC 1560, 2140, 3075; FSS-ADMIN.)

645-80 EXPENDITURES FOR EYE EXAMINATIONS
ANB

645-80

Participation may be claimed for cost of eye examination for aid to the blind. (SEE SECS. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION, AND 645-10, EXPENDITURES FOR PURPOSES OF ADMINISTRATION.)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS, AND 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY) are administrative expenses, subject to Federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or state, or
3. Transportation to another county or state is necessary for examination by an ophthalmologist who had not previously examined the person, or
4. The distance to the nearest accessible ophthalmologist in the county on the panel is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the ophthalmologist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the ophthalmologist's office, thus incurring additional expense. (W&IC 3075, FSS-ADMIN.)

645-70 EXPENDITURES FOR SERVICES OF OTHER AGENCIES
OAS, ANB, ANC

645-70

Participation may be claimed in amounts expended to cover expenses of other agencies incurred in performing services connected with the administration of public assistance upon a proper showing of any or all of the following conditions:

1. It is the general fiscal practice for an outside service agency performing services directly connected with public-assistance administration either (a) to receive its necessary administrative funds by a charge upon each agency based upon the service rendered, rather than by general appropriation, or (b) to receive a portion of its administrative funds by a charge upon each agency supported primarily by funds derived from sources other than general appropriation;
2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;
3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service.

The expenditures shall be made from funds appropriated to, earmarked for, or allotted to and expendable by the county welfare department. (W&IC 1560, 2140, 3075; FSS-ADMIN.)

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(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 24, 1947

SOCIAL WELFARE BOARD

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Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

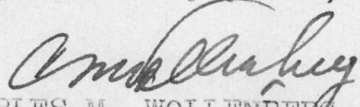
My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 298 (GR)
DEPARTMENT BULLETIN NO. 299 (Emergency Regulation)
(ANB-APSB)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

206:b5
Attachments

1947 FEB 25 PM 2

FRANK M. JORDAN

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

McCarthy
(Signature)

Director
(Title)

2/24/47
(Date)

10810 Sec. 117

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
February 5, 1947

FILED

In the office of the Secretary of State
of the State of California

FEB 25 1947

FRANK M. JORDAN, Secretary of State

By Frank M. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 298 (GR)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Discontinuance of Monthly
Statistical Report on
County Aid to Persons of
Japanese Ancestry.

Effective immediately, the Monthly Statistical Report
on County Aid to Persons of Japanese Ancestry (GR 238) is no
longer required.

Bulletin No. 259, dated June 29, 1945, is hereby canceled.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Population (or as
Regulations) of e

Dept of Social Welfare
(Name of State Agency)

McCarthy
(Signature)

Director
(Title)

2/24/47
(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
February 7, 1947

*Chapter 214 & Statutes 1947
Code Sec. 3075 and 3460*

FILED

In the office of the Secretary of State
of the State of California

FEB 25 1947

FRANK M. JORDAN, Secretary of State

By *Robert F. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 299 (ANB & APSB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Increase in the Amount of Aid-
Aid to Needy Blind
Aid to Partially Self-Support-
ing Blind Residents

Section 3084 of the Aid to Needy Blind law and Section 3472 of the Aid to Partially Self-Supporting Blind Residents law, Welfare and Institutions Code, have been amended by Chapters 21 and 22, respectively Statutes of 1947. These amendments were declared to be urgency measures and therefore go into effect March 1, 1947.

Under these amendments the maximum grant of Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents is increased from \$60 to \$65 a month beginning March 1, 1947. The grants of current recipients shall be adjusted effective March 1, 1947, to bring the grant of aid into accord with the provisions of the following amended sections:

Section 3084 (relating to Aid to Needy Blind)

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor.

"The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, sixty-five dollars (\$65) per month. If, however, in any case it is found the actual need of an applicant exceeds sixty-five dollars (\$65) per month such applicant shall be entitled to receive aid in an amount, not to exceed

sixty-five dollars (\$65) per month, which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need.

"The aid granted under this chapter shall be paid monthly, in advance, out of such funds as may be designated by the board of supervisors on warrant of the county auditor of the county. Payments of aid shall be commenced as of the first day of the month in which the application is granted, unless otherwise directed by the State Social Welfare Board in cases in which an appeal is taken; but in any event the beginning of aid shall not antedate the date of application."

Section 3472 (relating to Aid to Partially Self-Supporting Blind Residents)

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefore. The amount of aid to which any applicant shall be entitled shall be, when added to the net income of the applicant from all other sources, sixty-five dollars (\$65) per month.

"Net income from any of the following sources of a combined total value not exceeding eight hundred dollars (\$800) per annum shall not be considered for any purpose:

- "(a) Income from applicant's labor or services;
- (b) The value of foodstuffs produced by the applicant or his family for his use or that of his family;
- (c) The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
- (d) The value of gifts;
- (e) The value of the use and occupancy of premises owned and occupied by the applicant;
- (f) The net income from real and personal property owned by the applicant.

"Income in addition to the above specified shall be computed on the basis of net income."

Effective March 1, 1947, most recipients will receive a \$5 increase in the grant.

In order that one warrant may be issued in March to cover the full amount payable for that month, and so that the warrant may be delivered without delay, counties may secure action by the board of supervisors in February on increases to be effective March 1, 1947. If it is not possible to issue a warrant for March to cover the full amount payable for that month, supplemental warrants shall be issued as soon as administratively possible after March 1, 1947.

In those very few cases in which the total need of Aid to Needy Blind recipients consists entirely of the cost of nursing home or rest home care

which is being met by the current grant plus continuing income, the grant will not be increased provided there is no increase in the cost of such care or decrease in the amount of continuing income.

Example A: An ANB recipient is living in a nursing home where all needs are being met at a cost of \$85 a month. The present grant of ANB is \$60 a month and a contribution of \$25 a month is being made by a son thus supplementing the grant to meet total needs. The cost of care remains at \$85 a month and the contribution of \$25 continues, thus no increase in aid is indicated.

Example B: An ANB recipient is living in a nursing home where all needs are being met at a cost of \$100 a month. The present grant of ANB is \$60 a month and a contribution of \$40 a month is being made by a nephew to meet the total need. The cost of care remains at \$100 a month; however, the nephew reduces his contribution to \$35 a month. ANB will be increased to \$65 a month.

I. Increase effected by reference to payroll.

The amount of the increase to be made can be ascertained by reference to the payroll except in those cases involving need in excess of basic continuing needs. In these so-called "excess need" cases review of the case records will be necessary to insure that proper increases are made effective March 1, 1947.

As a first step in preparing these increases, it is suggested that "excess need" cases be designated on the payroll - an increase of \$5 will then be in order for all cases not so designated.

Reports of increases of \$5 for all recipients, except those whose need is determined on an excess need basis, may be submitted to the State Department of Social Welfare in list form (Temp 134) or by use of the Notice of Change (Form Bl 232) for the individual case. If a list is used it shall be in accord with the attached form (Temp 134) and the cases shall be listed in numerical order according to State number. Two copies of the list shall be submitted showing action of the Board of Supervisors. When lists are used proper notation must be made in the county case record for the individual case showing the increase in amount of aid effective March 1, 1947. Use of a rubber stamp is suggested in order to record the following information in the case record:

"Aid increased effective March 1, 1947, to \$ _____ in
accord with amended Sections 3084 or 3472 of the Welfare and
Institutions Code per action of Board of Supervisors on

Date

CONFIDENTIAL - SECURITY INFORMATION
This document contains information of a confidential nature and is to be controlled and handled in accordance with the provisions of the Atomic Energy Act of 1946 and the Atomic Energy Regulations promulgated thereunder.

It is the policy of the United States Government to maintain the secrecy of information relating to the national defense which is of such a nature that its unauthorized disclosure would be injurious to the national defense. This policy is based upon the fact that the United States Government is engaged in a constant struggle against the forces of international communism, which forces are bent upon the destruction of the United States and the establishment of a world government controlled by the forces of international communism.

It is the policy of the United States Government to maintain the secrecy of information relating to the national defense which is of such a nature that its unauthorized disclosure would be injurious to the national defense. This policy is based upon the fact that the United States Government is engaged in a constant struggle against the forces of international communism, which forces are bent upon the destruction of the United States and the establishment of a world government controlled by the forces of international communism.

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II. Increase effected by reference to individual case records.

If review of the case records is preferred, segregation of the present caseload into the following groups will expedite the task of making the required changes:

A. ANB RECIPIENTS CURRENTLY RECEIVING A GRANT OF \$60 BECAUSE THEY HAVE NO INCOME FROM ANY SOURCE (OTHER THAN CASUAL INCOME)

Aid for each such recipient shall be increased to \$65.

B. ANB RECIPIENTS CURRENTLY RECEIVING A GRANT OF LESS THAN \$60 DUE TO DEDUCTION OF INCOME FROM \$60

There will be a \$5 increase in the grant of each such recipient so that the amount of the grant plus income will equal \$65.

Reports of increases of \$5 to recipients falling in either group A or B above may be submitted to the State Department of Social Welfare in list form or by submission of the usual Notice of Change for the individual case. If a list is used, it shall be prepared in accord with instructions appearing under Item I above. When lists are used proper notation must be made in the county case record for the individual case showing the increase in the amount of aid effective March 1, 1947, and the date of the Board of Supervisors' action increasing the aid. (See Item I for use of rubber stamp.)

The usual Notice of Change showing the source and the amount of income, etc., must be submitted for every case in which a change in income or need is reported.

C. NEED IN EXCESS OF \$60 - ANB

Since the amendment to Section 3084 (Aid to Needy Blind) provides that \$65 a month is required to meet basic needs, appropriate adjustment must be made effective March 1, 1947, in the grants of individual recipients whose total need is currently determined by adding the cost of special items of need to the cost of basic needs as outlined in Manual Section 156-25.

For each such adjustment in the grant to conform to the amended Section 3084 the usual Notice of Change reporting total need, nature and amount of each excess need, the source and amount of income, etc., and the Board of Supervisors' action shall be submitted to the SDSW. This type of case may not be reported in list form.

D. APSB RECIPIENTS

All Aid to Partially Self-Supporting Blind Residents recipients will receive a \$5 increase in the amount of the monthly grant effective March 1, 1947, unless an adjustment in the grant is required because of income in excess of \$800 a year.

The list form may be used for reporting increases except those cases which may be involved in an adjustment because of income in excess of \$800 in the yearly period. Notice of Change (Form B1 232) is required for any falling within this latter group.

When the income is such that a redetermination it is normally due, or there is indication that total need, as currently established, may require review, a recheck of both the income and need factors should be made immediately in order that the adjustment in the grant will be correct.

In Aid to Needy Blind the difference between total need and the income represents the amount of aid to which the recipient is entitled except that in no case may the grant of aid exceed \$65, the maximum amount payable to an individual. Likewise, in no case may the grant of aid, plus the income, be less than \$65.

Notification of Right of Appeal (Form Bl 239) need not be forwarded to ANB recipients who are currently receiving a grant of \$60 because they have no income from any source, or to APSB recipients who have not exceeded a yearly income of \$800, and whose grants will be increased to the new maximum (\$65) effective March 1, 1947. (Those whose increases may be reported by submission of a list per Sections I and II of this Bulletin.) Likewise, Form Bl 239 is not required to be sent to ANB recipients whose grants are now determined by subtracting their income from \$60, and who will receive an increase effective March 1, 1947, in order that the grant plus the income will total the new maximum (\$65).

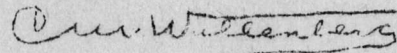
For all other cases in which adjustments are made effective March 1, 1947, the usual Notification of Right of Appeal (Form Bl 239) shall be sent.

There has been no change in the ratio of Federal, State and County participation. The State share remains 1/2 and the County share 1/2 for aid paid to persons having one year or more county residence (six months for persons who became blind while residents of California), the Federal share (See Manual Section 627-30) being first deducted from the total as in the past. The State will continue to pay the entire amount, less the Federal share, for all cases not having county residence.

The Manual of Policies and Procedures, Sections 601-00 through 601-99, "Estimates, Advances and Expenditures", remain in effect.

Reports of aid paid will continue to be made as outlined in the Manual in Sections 626-00 through 628-20, "County Aid Claims" except that the appropriate sections in this portion of the Manual will be revised to show the increase in the maximum grant of Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents from \$60 to \$65 a month.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

State of California

Department of Social Welfare

Forward two copies to
State Department of Social Welfare
Sacramento, California

Date _____

AID TO THE BLIND AUTOMATIC INCREASE LIST
EFFECTIVE MARCH 1, 1947

FROM _____ COUNTY

The following recipients of Aid to the Blind are entitled to an automatic increase in aid of Five Dollars (\$5) per month each, thus raising the grant from Sixty Dollars (\$60) to Sixty-Five Dollars (\$65) per month, or adjusting the grant so that the income plus the Aid totals Sixty-Five Dollars (\$65) per month. These increases are made to conform to the provisions of Sections 3084 and 3472 of the Welfare and Institutions Code, effective March 1, 1947.

This list includes cases in which the only adjustment is the automatic increase as required by law, and not those in which changes in income have occurred, nor those in which income is being allowed to meet need in excess of \$65 a month.

PAGES _____ TO _____ APPROVED BY THE BOARD OF SUPERVISORS

OF THE COUNTY OF _____ ON _____
(Date)

Signature of County Clerk or Deputy

STATE CASE NUMBER

NAME

OLD RATE

NEW RATE

(Note: List cases in numerical order according to State Case Number. This form to be used for first page only. Blank sheets may be used for additional pages.)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

Earl Warren
Governor

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
February 28, 1947

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:


Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 102

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

Certified as a Regulation (or as
Regulations) of t.

Dept of Social Welfare
(Name of State Agency)

Amblinkey
(Signature)

Director
(Title)

2/28/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
February 28, 1947

FILED

in the office of the Secretary of State
of the State of California

MAR 4 - 1947

FRANK M. JORDAN, Secretary of State

By Robert J. Anderson
Assistant Secretary of State

1299

MANUAL LETTER NO. 102

The attached Manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators for the revised chapters. Revision numbers by chapters are as follows:

Welfare Personnel Standards	Revisions 61 and 62
Blindness	Revisions 9 thru 16
Income	Revision 51
Financial Procedures	Separator reissued
Financial Procedures	Revisions 233 thru 236

Sec. 070-25 has been revised for clarification in setting forth functions of the Merit System Advisory Committee.

Sec. 070-40 has been deleted as its provisions are now obsolete. This material should be removed from your manual.

Sec. 071-85 has been revised to change the time during which education and experience must have been obtained in order to qualify for examinations in order not to discriminate against veterans of World War II.

Sec. 152-30 is a new section relating to the treatment of general relief as income when it is paid in the same month for which categorical aid is paid. It broadens the policy previously expressed in Sec. 610-90, which section has also been revised.

Sec. 180-15 has been revised to include provisions of Sec. 180-75 and to bring up to date the list of examining physicians. Sec. 180-75 should be removed from your manual.

Sec. 626-50 has been revised to specify state reimbursement only and to point out that no Federal participation is available prior to the first of the month in which the Board of Supervisors takes action for the additional child or children.

Sec. 627-30 has been changed in several ways. Parts have been reworded for clarification and figures given in two examples have been revised to illustrate new Federal maximum basis. The principle change eliminates provision for retroactive Federal reimbursement for an additional child/children when no retroactive payment is made because needs were met in the original grant for the family unit.

A new separator for Financial Procedures chapter is being issued with this Manual letter. The old separator should be removed from your manual.

070-25 MERIT SYSTEM ADVISORY COMMITTEE
WPS

070-25

In order that the SSWB may benefit from consultations and secure the fullest possible information on problems arising from installation of the merit system in counties on a State-wide basis, SSWB may appoint a Merit System Advisory Committee which shall include representatives of the County Supervisors' Association of California and representatives of the County Welfare Directors' Association of California.

It shall be the function of the Merit System Advisory Committee:

- a. To receive from the staff of SDSW proposed changes and additions to the classification plan, compensation plan, or rules of the California Merit System when such changes affect policies significantly different from those currently in effect in all or nearly all of the California county welfare departments included in the Merit System; to review and discuss such proposed changes and additions in formal meetings and to recommend appropriate action to the SSWB.
- b. To make recommendations, independently or upon suggestion from individual citizens or from various organized groups, to the SSWB, pertaining to policies on classification, compensation, and administrative matters for the suggested improvement of the California Merit System. (W&IC 119.5, 119.6)

070-30 OUTSIDE AGENCY ADMINISTERING EXAMINATIONS AND
MAINTAINING ELIGIBLE LISTS
WPS

070-30

In conformity with these rules, the SSWB shall contract with examining agency for administration of the merit system as it relates to preparation, administration, and scoring of examinations; preparation, custody, and maintenance of eligible lists; determination of availability of eligibles for appointment; certification for appointments; determination of adequacy of existing eligible lists; and such other duties as may be prescribed herein or by the SSWB. All services rendered by examining agency shall be on a cost basis.

The agency preparing examinations and maintaining eligible lists shall maintain an office separate and distinct from the offices occupied by SDSW or any county agency. (W&IC 119.5, 119.6; FSS-ADMIN.)

070-20 ORGANIZATION FOR MERIT SYSTEM
WPS

070-20

The SSWB shall have jurisdiction over this merit system plan and responsibility:

1. To adopt necessary rules for administration of a comprehensive state-wide merit system;
2. To establish general policy and to maintain general supervision over administration of a state-wide merit system, including consultation on preparation and weighting of examinations;
3. To adopt classification plan and compensation plan after consulting with the county agencies;
4. To conclude a contract with examining agency for conducting merit system examinations and for maintaining eligible lists, and for performing other technical personnel services as required as well as to consult with examining agency and establishing general policies for administration of the merit system examinations;
5. To provide for the hearing of all personnel appeals arising from examination procedures which will be heard by the SSWB in the manner prescribed in Sec. 076-50, Appeal for Review of Examinations.
6. To promote public understanding of the merit system;
7. To issue reports;
8. To review and consider recommendations for amendments to these rules;
9. To make recommendations to the county agencies relative to their internal personnel practices to assure conformity with these rules;
10. To review personnel operations and to take any action provided by law necessary to enforce the provisions of these rules. (Walc 119.5, 119.6; FSS-ADMIN.)

071-65 (Continued)

071-65

9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-80 FILING APPLICATIONS

071-80

WPS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants. (W&IC 119.5, 119.6)

071-85 QUALIFICATIONS OF APPLICANT

071-85

WPS

Applicants shall:

1. Be citizens of the United States. (LC 1941)
 2. Be legal residents of California for at least one year prior to the date of examination unless the residence qualifications are specifically waived by the SSWB. (W&IC 119.5, 119.6)
 3. Possess all entrance requirements specified in the minimum qualifications established for the class. However, immediately following any statement in the minimum qualifications of a class specification which requires that the education and/or experience must have been obtained within a prescribed time period, the following parenthetical statement shall be added, "(Excluding time spent in the military service of the United States in time of war, including the period September 16, 1940, to December 7, 1941)". (W&IC 119.5, 119.6; FSS-ACT)
- (Section Continued on Next Page)

071-60 CONTENTS OF QUALIFYING AND OPEN COMPETITIVE EXAMINATION
WPS

071-60

Examinations shall include:

1. Practical written tests as an integral part of all examinations. For exception, see Sec. 075-35, Noncompetitive Promotions;
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-65 NOTICE OF EXAMINATIONS
WPS

071-65

The examining agency shall give public announcement of all examinations at least three weeks in advance of the closing date for receipt of applications. Every reasonable effort shall be made to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout state; and copies shall be sent to newspapers of state-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;

(Section Continued on Next Page)

152-20 INCOME FROM PERSONAL PROPERTY
OAS, ANB, APSB, ANC

152-20

Returns in the form of interest on money, bank or building and loan accounts, bonds, dividends upon stock, or other returns from personal property represent income. (SEE SEC. 150-50, TYPES OF CASUAL INCOME.)

Cash received as beneficiary of an insurance policy other than an insurance policy of the spouse and cash received on a periodic basis from an insurance policy owned by recipient (whether life, disability, compensation, or retirement insurance), represents income.

In OAS, ANB and APSB, income derived from personal community property shall be shared equally with the eligible or ineligible spouse. (W&IC 1560, 2140, 3075, 3460)

152-30 GENERAL RELIEF AS INCOME
OAS, ANB, APSB, ANC

152-30

If General Relief is granted to an applicant or appellant for OAS, ANB, APSB or ANC pending the determination of such applicant's or appellant's eligibility, the amount of GR so granted constitutes net income for the month within which it is received, and shall be taken into consideration in the computation of any retroactive or current grant of categorical aid for such month(s).

If GR is granted in order to enable a recipient to meet excess needs, the amount of GR constitutes income for the month within which it is received, to be related to the recipient's total needs for that month.

Emergency GR granted a recipient who has lost or spent his grant of categorical aid and given for the purpose of enabling a recipient to meet his basic needs for the remainder of the month, may be considered casual income, not subject to collection or adjustment. If it is not considered casual income it shall be treated as other income, with an adjustment to be made within the current adjustment period (see Secs. 351-10 and 351-50) or a repayment to be collected within the current adjustment period and to be reported to the SDSW in the same manner as other repayments of aid in accordance with Secs. 670-00 through 674-99. (W&IC 1560, 2140, 3075, 3460)

152-10 (Continued)

152-10

When the home is a part of business property such as chicken, dairy, or other ranching enterprise, and the assessed value of improvements (or buildings) in part belongs to the enterprise and in part to the dwelling, the portion of the assessed value of improvements to be considered as belonging to the home is left to the judgment of local authorities, unless allocation of assessed value of the dwelling can be secured from the assessor's records. Value of occupancy shall be computed on assessed value as with other homes.

EXAMPLE H: HOME IS ON A DAIRY RANCH. ASSESSED VALUE RE \$1000, IMP. \$2000, TOTAL \$3000. IMPROVEMENTS CONSIST OF SMALL THREE-ROOM DWELLING AND LARGE, MODERN BARN, DAIRY, ETC., ON 50 ACRES. IT IS DETERMINED BY LOCAL AUTHORITIES THAT THE DWELLING REPRESENTS ONLY 1/4 OF THE VALUE OF ALL IMPROVEMENTS. THE ASSESSED VALUE OF THE DWELLING SHALL BE $\$500 \div 20$ (1 ACRE OF LAND OR $\frac{1000}{20} = \$20$) OR \$520.

50

If the home is part of an urban business property such as store building with apartment above, the assessed value of the portion used as the home shall be determined as above.

Homes on land owned by another may be assessed as personal property to the owner of the dwelling. Determine the value of occupancy in the same manner as for real property. Such homes may include cabins on Federal lands such as national forests, Indian reservations or allotments, land owned by a corporation or private land owned by another; etc.

If the dwelling is not assessed, the value of occupancy shall be based upon the appraised value in accord with the following table.

Value of Occupancy as Determined by Appraised Value

Appraised Value	Value of Occupancy
\$500 or less.	\$3.00
501 - 799	4.00
800 - 999	5.00
1000 or over.	6.00

If rent is paid for the land on which the dwelling rests, the value of occupancy is determined by subtracting the monthly land rent from the appropriate figure set forth in the foregoing table. (SEE SEC. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.)

A makeshift shelter of negligible value may be considered as inconsequential resource. (W&IC 2020, 2140, 3075, 3084, 3460, 3472)

180-15 (Continued)

180-15

ALAMEDA COUNTY (Continued)

Hessing, Ernest E.	1904 Franklin Street	Oakland 12
Hunt, Carson E.	1904 Franklin Street	Oakland 12
Jacoby, Lionel A.	400 - 29th Street	Oakland 9
Johanson, Raymond	2140 Shattuck Avenue	Berkeley 4
Magrath, Wm. A. S.	411 - 30th Street	Oakland 9
McDonald, Dorothy	2490 Channing Way	Berkeley 4
Nutting, R. J.	411 - 30th Street	Oakland 9
Padden, E. H.	1624 Franklin Street	Oakland 12
Sharpsteen, Jay Randolph	3115 Webster Street	Oakland 9
Stephens, B. M.	370 Wildwood	Piedmont 11
Thomas, Benjamin	3751 Harrison Street	Oakland 11
Wold, Alvin P.	400 - 29th Street	Oakland 9

BUTTE COUNTY

Alexander, J. H.	111 W. 2nd Street	Chico
Chiapella, J. O.	131 Broadway	Chico
Plumb, C. E.	310 Main Street	Chico

CONTRA COSTA COUNTY

Dunphy, John	803 MacDonald Avenue	Richmond
Ford, Harry G.	314 - 10th Street	Richmond
Harmon, Robert J. P.	314 - 10th Street	Richmond
Huwe, Eugene Lewis	314 - 10th Street	Richmond

FRESNO COUNTY

Awtrey, Hugh	Patterson Building	Fresno 1
Grayman, Harry M.	Patterson Building	Fresno 1
Trowbridge, Dwight H.	Patterson Building	Fresno 1

HUMBOLDT COUNTY

Dolfini, Walter W.	539 G Street	Eureka
Hoilien, Maurice J.	431 F Street	Eureka

IMPERIAL COUNTY

Edwards, S. R.	Professional Building	El Centro
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KERN COUNTY

Baisinger, L. F.	2107 - 18th Street	Bakersfield
Lange, Harry W.	1629 Truxtun Avenue	Bakersfield
McKee, Keith S.	1706 Chester Avenue	Bakersfield

(Section Continued on Next Page)

180-15 DETERMINATION OF DEGREE OF BLINDNESS
ANB, APSB

180-15

An eye examination by a duly licensed and practicing physician, skilled in diseases of the eye, is required by law to establish eligibility and continuance of eligibility. The physician's report must be submitted in writing over his own signature. (SEE SECS. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION, AND 351-50, REINVESTIGATION OF BLINDNESS.)

Eye examinations shall be made by a physician whose name appears in this section, unless special authorization is given by the SDSW.

Reports from clinics as to degree of vision shall not be accepted. Each report shall be signed by the individual physician making the examination, and the fee paid to the physician rather than to the clinic.

In some counties there is no physician on the list for the county, while in other counties the distance to the nearest physician on the list for the county is great, thus necessitating transportation expense to the county for the purpose of obtaining the necessary eye examination to establish eligibility for Aid to the Blind. Necessary expenses to the county for transporting the applicant for or recipient of ANB to obtain the required eye examination are legitimate administrative expenses subject to Federal reimbursement as is the physician's fee for the eye examination. (SEE SECS. 645-10, EXPENDITURES FOR PURPOSES OF ADMINISTRATION; 645-80, EXPENDITURES FOR EYE EXAMINATIONS; AND 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION.)

Out-of-state Physicians who are skilled in diseases of the eye, and whose names appear on the following list may examine California applicants for or recipients of ANB or APSB to determine their eligibility for aid in this state. (W&IC 3075, 3083, 3460, 3471)

LIST OF PHYSICIANS MAKING EYE EXAMINATIONS IN CALIFORNIA
LISTED BY COUNTY

ALAMEDA COUNTY

DeVaul, Charles H.	1624 Franklin Street	Oakland 12
Dickson, Owen C.	2628 Telegraph Avenue	Berkeley 4
Gump, M. E.	411 - 30th Street	Oakland 9
Gunderson, Ernest C.	2511 Hearst Avenue	Berkeley 4

(Alameda County Continued on Next Page)

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LOS ANGELES COUNTY (Continued)

Ogden, J. C.	117 E. 8th Street	Long Beach	2
Preston, Helen E.	1136 W. 6th Street	Los Angeles	14
Reed, James Ross	201 N. El Molino	Pasadena	
Reed, Paul H.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Reynolds, Frederick G.	6116 Wilshire Boulevard	Los Angeles	36
Robbins, Alfred R.	1930 Wilshire Boulevard	Los Angeles	5
Roberts, Jay G.	586 N. Main Street	Pomona	
Roberts, Walter L.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Rogers, John Brady	1401 S. Hope Street	Los Angeles	
Ross, B. Cecelia Shmukler	710 Wilshire Boulevard	Santa Monica	
Schillinger, Robert J.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Seech, Stephen G.	2007 Wilshire Boulevard	Los Angeles	5
Shumaker, Edgar K.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Sitney, Julian J.	2007 Wilshire Boulevard	Los Angeles	5
Smith, Dennis V.	110 Pine Avenue	Long Beach	
Smith, Harry A.	226 N. Greenleaf Avenue	Whittier	
Smith, W. Burr	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Snow, H. L.	639 W. 9th Street	San Pedro	
Southgate, Paul T.	Professional Building	Long Beach	2
Thornburgh, Robert G.	Professional Building	Long Beach	2
Weeks, Carroll L.	1930 Wilshire Boulevard	Los Angeles	5
Weiss, Herman	3875 Wilshire Boulevard	Los Angeles	5
Whalman, Harold F.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Wilson, Clinton A.	609 S. Grand Avenue	Los Angeles	14
Wilson, Warren A.	1930 Wilshire Boulevard	Los Angeles	5
Ziskin, Daniel E.	1930 Wilshire Boulevard	Los Angeles	5

MARIN COUNTY

Denicke, Ernest S.	Alberts Building - 1010 B Street	San Rafael
Furlong, Robert M.	Alberts Building - 1010 B Street	San Rafael

MENDOCINO COUNTY

Keaster, J. B.		Willits
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MERCED COUNTY

McDowell, B. E.	Bank of America Building	Merced
Willison, Eugene E.	Merced Clinic Building	Merced

MONTEREY COUNTY

Clark, Howard E.	576 Hartnell Street	Monterey
Glasgow, Stanley Condit	8 E. Alisal Street	Salinas
Griess, R. O.	8 E. Alisal Street	Salinas
Hastings, S. W.	Professional Building	Monterey

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180-15 (Continued)

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KINGS COUNTY

Bassett, Alberta R.

Van Sicklen Building

Hanford

LAKE COUNTY

Beil, M. Clem

Upper Lake

LOS ANGELES COUNTY

Albaugh, C. H.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Behrens, Herbert C.	226 N. Greenleaf Avenue	Whittier	
Beigelman, M. N.	1930 Wilshire Boulevard	Los Angeles	5
Brandenburg, Kenneth C.	110 Pine Avenue	Long Beach	2
Brownsberger, Sidney	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Bullis, John A.	3875 Wilshire Boulevard	Los Angeles	5
Christensen, Eugene L.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Cooley, Arthur D.	479 W. 6th Street	San Pedro	
De la Reina, Solomon	224 Rosecrans Avenue	Manhattan Beach	
Dow, Julian N.	9730 Wilshire Boulevard	Beverly Hills	
Ellis, O. H.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Endres, William J.	523 W. 6th Street	Los Angeles	
Faier, Herman I.	1930 Wilshire Boulevard	Los Angeles	5
Fairchild, Nora M.	939 S. Figueroa	Los Angeles	
Fields, Maxwell	9441 Wilshire Boulevard	Los Angeles	
Francis, Reginald K.	500 E. Kelso Street	Inglewood	
Godwin, Edmund D.	Professional Building	Long Beach	2
Gunzburg, Julian	1930 Wilshire Boulevard	Los Angeles	5
Hale, Channing W.	Investment Building	Pomona	
Hare, Robert	416 N. Bedford Drive	Beverly Hills	
Hartman, Deane C.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Hillyer, Ernest C.	1033 Gayley Avenue	Los Angeles	24
Irvine, Rodman	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Irvine, Wendell D.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Johnson, Ernest L.	317 W. Main Street	Alhambra	
Kaplan, Harry E.	1930 Wilshire Boulevard	Los Angeles	5
Kelson, Ralph H.	353 E. Manchester Boulevard	Inglewood	
Kinney, J. G.	1137 - 2nd Street	Santa Monica	
Landegger, George P.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Lemere, H. B.	9615 Brighton Way	Beverly Hills	
Lund, Le Val	3245 Lowry Road	Los Angeles	
McCoy, Carroll A.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
McCoy, David A.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
McKellar, J. H.	746 Herkimer Street	Pasadena	
Miller, Wallace J.	1930 Wilshire Boulevard	Los Angeles	5
Mills, Lloyd H.	609 S. Grand Avenue	Los Angeles	14
Morris, Samuel A.	345 Homewood Road	West Los Angeles	
Nesburn, Henry R.	1680 N. Vine Street	Los Angeles	
Norene, Robert A.	Roosevelt Bldg. - 727 W. 7th St.	Los Angeles	14
Nugent, Maurice W.	1930 Wilshire Boulevard	Los Angeles	5

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SAN DIEGO COUNTY

Berends, E. D.	Bank of America Building	San Diego 1
Bond, Floyd M.	Bank of America Building	San Diego 1
Durr, Samuel A.	Medico-Dental Building	San Diego 3
Hosmer, C. M.	Bank of America Building	San Diego 1
Kilgore, George L.	411 Thorn Street	San Diego
Koke, Martin P.	Medico-Dental Building	San Diego 3
Lucic, Hugo	Medico-Dental Building	San Diego 3
Maghy, Charles A.	Medico-Dental Building	San Diego 3
Merrill, H. G.	3245 - 4th Avenue	San Diego 3
Monsees, Wayne	Medico-Dental Building	San Diego 3
Prendergast, John J.	2001 - 4th Avenue	San Diego
Revin, Oscar G.	Bank of America Building	San Diego 1
Rowland, Alan L.	Bank of America Building	San Diego 1
von Zelinski, W. F.	3872 - 5th Avenue	San Diego 3

SAN FRANCISCO COUNTY

Aiken, Samuel D.	384 Post Street	San Francisco 8
Barkan, Otto	490 Post Street	San Francisco 2
Bettman, Jerome W.	2351 Clay Street	San Francisco 15
Blak, Einar V.	1801 Bush Street	San Francisco 9
Borley, W. Edgar	450 Sutter Street	San Francisco 8
Boyle, S. F.	490 Post Street	San Francisco 2
Brinckerhoff, A. J.	490 Post Street	San Francisco 2
Campion, George S.	490 Post Street	San Francisco 2
Carman, Henry F.	490 Post Street	San Francisco 2
Cordes, Frederick G.	384 Post Street	San Francisco 8
Dickey, Clifford Allen	450 Sutter Street	San Francisco 8
Edgerton, Ambrose, E.	450 Sutter Street	San Francisco 8
Fine, Max	350 Post Street	San Francisco 8
Hall, Thomas G.	516 Sutter Street	San Francisco 2
Harrington, David C.	384 Post Street	San Francisco 8
Harrington, John T.	909 Hyde Street	San Francisco 9
Hicks, Avery	490 Post Street	San Francisco 2
Hogan, Michael J.	450 Sutter Street	San Francisco 8
Hosford, George N.	450 Sutter Street	San Francisco 8
Kadesky, David	1801 Bush Street	San Francisco 9
Lachman, George S.	450 Sutter Street	San Francisco 8
Maisler, S.	450 Sutter Street	San Francisco 8
McBain, Earle H.	490 Post Street	San Francisco 2
Miller, Miriam	350 Post Street	San Francisco 8
Pischel, Dohrmann K.	490 Post Street	San Francisco 2
Pischel, Kasper	490 Post Street	San Francisco 2
Rodin, Frank H.	490 Post Street	San Francisco 2
Shaffer, Robert N.	490 Post Street	San Francisco 2
Smith, Joseph G.	450 Sutter Street	San Francisco 8
Tesauero, Nicholas	490 Post Street	San Francisco 2

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NAPA COUNTY

Kittle, Dallas B.	1333 Jefferson Street	Napa
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ORANGE COUNTY

Currey, Hiram M.	311 S. Main Street	Santa Ana
Elliott, Arthur C.	620 N. Los Angeles Street	Anaheim
Francis, Raymond	1501 N. Main Street	Santa Ana
Johnston, S. Theron	1520 N. Main Street	Santa Ana
Maxwell, H. C.	1712 N. Main Street	Santa Ana
Sellon, George I.	213 N. Pomona Avenue	Fullerton

PLACER COUNTY

Miller, William M.	320 Aeolia Drive	Auburn
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RIVERSIDE COUNTY

Berke, Samuel D.	Plaza Hotel Building	Indio
Chapman, Vernon A.	435 N. Palm Canyon Drive	Palm Springs
Garrison, B. E.	Citizens Bank Building	Riverside
Pierce, Michael J.	460 Fargo Street	Indio

SACRAMENTO COUNTY

Haworth, M. W.	Medico-Dental Building	Sacramento 14
Holstein, Theodore	Odd Fellows Building	Sacramento 14
Kelsey, T. W.	Forum Building	Sacramento 14
McKee, C. B.	California State Life Building	Sacramento 14

SAN BERNARDINO COUNTY

Dowd, Richard E.	Andreson Building	San Bernardino
George, A. R.	291 E Street	San Bernardino
George, Lewis C.	291 E Street	San Bernardino
Hadley, Carl M.	Platt Building	San Bernardino
Hooval, John H.	105 W. C Street	Ontario
Moose, Ray M.	575 - 5th Street	San Bernardino
Quinn, W. R.	47 E. Vine Street	Redlands

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SOLANO COUNTY

Green, John W.	727 Sonoma Street	Vallejo
Johnson, Malcolm C.	539 Georgia Street	Vallejo
Madeley, H. Randall	727 Sonoma Street	Vallejo

SONOMA COUNTY

Dick, Noble	618 - 4th Street	Santa Rosa
Every, Herbert M.	600 B Street	Santa Rosa
O'Connor, C. Addison	816 - 4th Street	Santa Rosa
Patterson, Gilbert L.	1116 Mendocino Avenue	Santa Rosa
Spear, J. Leslie	576 B Street	Santa Rosa

STANISLAUS COUNTY

Julien, Albert E.	Sierra Building	Turlock
Morris, John K.	1024 J Street	Modesto
Mottram, L. D.	1115 I Street	Modesto

TEHAMA COUNTY

Frey, R. G.	737 Washington Street	Red Bluff
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TULARE COUNTY

Keiper, George F.	113 N. Church Street	Visalia
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VENTURA COUNTY

Howarth, E. M.	705 Main Street	Santa Paula
Mahan, J. A.	804 W. 5th Street	Oxnard
Morrison, A. A.	34 N. Ash Street	Ventura

YUBA COUNTY

Hodgin, Robert I.	603 D Street	Marysville
Montano, Rocco	Marysville Clinic	Marysville

OTHER STATES

Bibb, Clyde J.	Medical Arts Bldg. - 505 Chestnut	Reno, Nevada
Creveling, Earle L.	17 N. Virginia	Reno, Nevada
Fuller, John A.	15 E 1st Street	Reno, Nevada
Inkrote, W. W.		Grants Pass, Oregon
Lemery, C. W.	Medford Center Building	Medford, Oregon
Moulton, Olin C.	Medico-Dental Building	Reno, Nevada
Stearns, Ralph W.	Medical-Dental Building	Klamath Falls, Oregon
Woods, Ernest A.	295 E. Main Street	Ashland, Oregon

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SAN JOAQUIN COUNTY

Broadbuss, C. A.	Medico-Dental Building	Stockton 2
Brody, Yale	Bank of America Building	Stockton
Colliver, Samuel	343 E. Main Street	Stockton
Powell, Dewey R.	Medico-Dental Building	Stockton 2
Saslaw, Lewis B.	Bank of America Building	Stockton

SAN LUIS OBISPO COUNTY

Butler, W. D.	1126 Garden Street	San Luis Obispo
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SAN MATEO COUNTY

Murphy, William H.	205 - 3rd Avenue	San Mateo
Sharpe, Otis Allen	205 Park Road	Burlingame
Sherwood, Robert O.	128 Primrose Road	Burlingame

SANTA BARBARA COUNTY

Baird, Charles G.	209 S. Broadway	Santa Maria
Campbell, J. Gary	2006 State Street	Santa Barbara
Gibb, W. Blake	1515 State Street	Santa Barbara
Henderson, C. W.	317 W. Pueblo Street	Santa Barbara
Hombach, Frank J.	1421 State Street	Santa Barbara
Loutfallah, Michel	1826 State Street	Santa Barbara
Mesirow, Maurice E.	117 E. Cook Street	Santa Maria
Olson, Arthur Roy	1421 State Street	Santa Barbara

SANTA CLARA COUNTY

Cassell, Irving	St. Claire Building	San Jose
Jordan, Philip J.	Medico-Dental Building	San Jose 20
Lee, Dorothea	Medico-Dental Building	San Jose 20
Martin, P. T.	Medico-Dental Building	San Jose 20
Rosehill, David B.	Bank of America Building	San Jose 16
Smith, Herbert Gordon	261 Hamilton Avenue	Palo Alto
Tanner, O. R.	627 University Avenue	Palo Alto

SANTA CRUZ COUNTY

Bettencourt, M. F.	Lettunich Building	Watsonville
Hombach, Leo J.	99 Church Street	Santa Cruz
Shenk, Frederick P.	Medico-Dental Building	Santa Cruz

SHASTA COUNTY

Kahn, Harold	1551 Market Street	Redding
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(Section Continued on Next Page)

180-20 (Continued)

180-20

Aid shall not be approved on the basis of reports by examiners stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of applicant's response is questioned by the examiner.

In the absence of a definite reported visual acuity in accordance with the definition of economic blindness, aid shall not be approved on the basis of photophobia, blepharospasm, ptosis, senility, mental aberrations, or neurological lesions without visible eye pathology, in the absence of a neurological report showing involvement of the visual tracts.

Aid shall not be granted when the loss of visual acuity is based on a diagnosis of hysterical blindness. (Hysterical blindness shows no pathology in the eye or visual tracts and is a mental condition rather than an ophthalmological problem.)

Aid shall not be granted when the eye examination report indicates that the applicant is so mentally incompetent that he cannot cooperate with the physician who makes the examination, or when sufficient eye pathology is not found to account for the loss of vision claimed. When the examining physician reports sufficient pathology to account for the blindness, an estimate of visual acuity by the examiner may be accepted, if the mental condition of the applicant or recipient prevents cooperation with the examining physician.

Aid shall not be granted on the basis of an eye examination report in which the examining physician states that he believes the patient is malingering. (W&IC 3075, 3460)

180-25 SUCCESSIVE EYE EXAMINATION REPORTS

180-25

ANB, APSB

An applicant or recipient who is dissatisfied with the report of the physician may submit a report of another examination made at his own expense by another physician on the approved list.

If such report indicates that the applicant does come within the definition of blindness on which blind aid is allowed, a third examination shall be authorized--this to be made by a physician designated by the SDSW. All information contained in the first two reports shall be made available to the physician making the third examination with the exception of the names of the examining physicians. Approval or denial of aid shall be made on the basis of the two reports which agree as to facts.

If the State Ophthalmologist finds upon review that two of the physicians' reports of eye examinations indicate that the person's visual impairment comes within the definition of blindness, the SDSW is authorized to recommend to the county that aid be granted or restored without the formality of a hearing by the SSWB. When aid is denied or discontinued on the basis of two reports showing that the person's degree of visual impairment does not come within the definition of blindness, the person may appeal to the SSWB for a fair hearing. (SEE SEC. 325-20, RIGHT, PURPOSE AND SCOPE OF APPEAL.) All reports of eye examinations shall be submitted with the appeal.

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180-20 REVIEW OF EYE EXAMINATION REPORTS
ANB, APSB

180-20

All reports of eye examinations shall be acted upon by the State Ophthalmologist. (SEE SEC. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION.) Reports may be submitted to the SDSW for review by the State Ophthalmologist prior to action by the board of supervisors.

This assists the county in determining the applicant's eligibility, in so far as degree of blindness is concerned, prior to the receipt of aid. It avoids payment of aid to persons whose eye examination reports indicate that their degree of visual impairment does not come within the definition of blindness. (SEE SEC. 180-10, DEFINITION OF BLINDNESS.)

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REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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FINANCIAL PROCEDURES

**611-00 PAYMENT WHEN GRANTEE DIES
OAS, ANB, APSB**

611-00

When an eligible grantee dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred.

In the event that a county has knowledge of the recipient's death prior to the preparation of the warrant, the warrant shall be made payable to the duly appointed and qualified executor or administrator of the recipient's estate or to whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. (SEE SEC. 610-40, RECIPIENT OF PAYMENT) (CALIFORNIA SUPREME COURT DEC. S.F. 17111 SSWB VS CO. OF LA E.A. 1945)

A warrant made payable to the grantee but not endorsed by him may be endorsed only by the duly appointed and qualified executor or administrator of the recipient's estate or by whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.

Endorsements on warrants made under summary probate proceedings should refer to the supporting affidavit required under Sec. 630 of the Probate Code of persons claiming estates under summary probate.

Warrants shall be delivered on or as near to the first day of the month as possible. (SEE SEC. 610-20, TIME OF PAYMENT) (W&IC 2140, 3075, 3460)

610-80 (Continued)

610-80

Agencies should be prepared to render services of this kind when an emergency arises in which the recipient requests it, or when the recipient is so handicapped that he is incapable of exercising the rights and responsibilities of well persons. Care should be taken, however, to assure that the worker who performs such services knows that in some instances the agency may not be able to provide the service (as, for instance, when the recipient's caprice results in requests which contravene agency policy) and also realizes that he is handling the recipient's money, not the agency's. Acting for the recipient at his request does not mean that the worker takes over the situation from the recipient.

The agency may have to make arrangements for domiciliary care, house-keeping services, hospital or other medical services, or the purchase of supplies until a permanent plan can be made, a relative can be found or a guardian can be appointed, or until the recipient's health becomes such that he can exercise choice for himself. The test of restriction in such cases is whether or not the agency, in acting for the recipient, has performed services in his behalf which his relatives or guardian would have performed had they been available, and that the agency has not denied the recipient any rights or choices which he was able to exercise himself. (W&IC 1505, 1506, 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS1382, NS2382, NS3667, FSS-ADMIN.)

610-90 DUPLICATION OF GR (also known as IN) AND
CATEGORICAL AID PAYMENTS
OAS, ANB, APSB, ANC

610-90

Counties may find it necessary in certain cases to give General Relief during a period when the applicant's or appellant's eligibility is being determined. If categorical aid is paid retroactively for any month(s), the GR paid in such months shall be taken into consideration in computing the retroactive grant. (SEE SECS. 152-30 AND 361-25.)

If the amount of income from GR can be determined only during or after the current month, appropriate adjustment shall be made within the current adjustment period for any overpayment of categorical aid. (SEE SECS. 361-10 AND 361-50.) (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

626-40 (Continued)

626-40

Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental pay roll. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) (W&IC 1556, 1556.5, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

County institutional claims in OAS and ANB should include all persons confined in county hospitals or infirmaries during the current month who meet the requirements of Secs. 2160.7 and 3044.1 of the W&IC. (SEE SECS. 627-25, COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1, 629-99, COUNTY AID CLAIM FORMS AND 165-00, SUBVENTION FOR HOSPITAL OR INFIRMARY CARE) (W&IC 2140, 2160.7, 3075, 3044.1)

626-45 CLAIMS ON SUSPENDED AID PAYMENTS

626-45

OAS, ANB, APSB, ANC

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancelation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the amount of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Form Ag, B1, CA 232) previously sent to the SDSW. (SEE SECS. 361-30, SUSPENSION PROCEDURE, 361-35, CHANGE IN AMOUNT OF GRANT DURING SUSPENSION OF AID, 626-50, SUPPLEMENTAL AID CLAIMS AND 628-05, REPORTING OF CANCELED AID WARRANTS.)

Federal participation is available on suspended aid payments, provided other Federal eligibility requirements are met. (W&IC 1556, 1556.5, 1559, 2140, 2189, 3075, 3087.3, 3460, 3482; SS-ADMIN.)

626-50 SUPPLEMENTAL AID CLAIMS

626-50

OAS, ANB, APSB, ANC

Aid claims supplementing the original claims filed for prior months are approved by the SDSW only when retroactive payments are made as specified in Sec. 361-25, Retroactive Aid Payments by County, and under the following conditions:

1. In ANC, when investigation of eligibility for one or more of the family group included either on the original application or on a separate subsequent application is completed by a later board action but no retroactive payment is made because the full budgetary needs of the additional child were met in the original grant for the family unit. (SEE SEC. 250-00, DISPOSAL OF APPLICATIONS, AND 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS.) In this instance, state reimbursement may be obtained retroactively by filing a supplemental claim covering the balance of state participation due for the additional child/children on the basis of the amount originally paid. No Federal reimbursement is available prior to the first of the month in which the board of supervisors takes action for the additional child/children.

(Section Continued on Next Page)

626-20 (Continued)

626-20

3. Report of Adjustments (Form CA 803) which shows adjustments made during the month;
4. Report of Cancelled Warrants (Form CA 804) which shows warrants cancelled during the month on which participation was allowed in previous months;
5. Report of Collections (Form CA 805, formerly CA 34 DFA) which shows collections made during the month.

(W&IC 1556, 1556.5, 2160.7, 2189, 3044.1, 3087.3, 3482)

626-30 COUNTY DESIGNED AID CLAIM FORMS OAS, ANB, APSB, ANC

626-30

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW. (W&IC 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

626-40 SUBMISSION OF AID CLAIMS OAS, ANB, APSB, ANC

626-40

Aid claims shall be submitted to the SDSW in duplicate immediately after the end of the month during which aid payments are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government, depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

If the signature of the chairman of the board of supervisors cannot be obtained on the affidavits (Forms Ag, Bl, CA 800; Ag, Bl 800-H; CA 800-BHI) prior to the tenth day of the subsequent month, the duplicate copies of the affidavits, together with both copies of all supporting pay rolls and schedules, shall be submitted without the chairman's signature. The original copies of the affidavits shall be held and forwarded as soon as the signature is obtained.

Cases listed on the pay rolls shall be in State case number order, with the following exception: Cases which have not yet been assigned State numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to and combined with the main pay roll and submitted as one claim.

Both copies of each aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copy, that no pages are missing or defaced; that the same items appear on the same page of each copy; that related items in the various columns on the forms are in alignment; and that all pages are numbered.

(Section Continued on Next Page)

627-30 (Continued)

627-30

EXAMPLE L: APPLICATION FOR OAS IS SIGNED ON SEPTEMBER 25. THE 60-DAY INVESTIGATION PERIOD EXPIRES ON NOVEMBER 24. DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL FEBRUARY 5, WHEN THEY GRANT AID TO BEGIN DECEMBER 1, THE FIRST OF THE MONTH FOLLOWING THE EXPIRATION OF THE 60-DAY PERIOD. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENTS MADE IN FEBRUARY FOR DECEMBER AND JANUARY.

EXAMPLE M: APPLICATION FOR ANB OR ANC IS SIGNED ON AUGUST 5. THE 90-DAY INVESTIGATION PERIOD EXPIRES NOVEMBER 3. DETERMINATION THAT APPLICANT OR CHILD IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL JANUARY 10, WHEN AID IS APPROVED TO BEGIN NOVEMBER 1, THE FIRST OF THE MONTH DURING WHICH THE 90-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE ANB OR ANC PAYMENTS MADE IN JANUARY FOR NOVEMBER AND DECEMBER.

Hospitalization:

Federal participation is available for a recipient (in ANC the child for whom aid is granted) receiving medical or surgical care in a public institution, until the end of the month following that in which the recipient is admitted to the hospital. Exception: Federal participation in two monthly payments is available when determination has been made that the hospitalization is for a temporary period. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION.)

EXAMPLE N: AN OAS RECIPIENT IS ADMITTED TO COUNTY HOSPITAL AUGUST 10. AID IS PAID FOR SEPTEMBER AND OCTOBER BECAUSE ON THE FIRST OF EACH MONTH HE HAS NOT BEEN IN THE HOSPITAL FOR TWO CALENDAR MONTHS. IF A DETERMINATION IS MADE THAT HOSPITALIZATION WILL BE TEMPORARY, THERE IS FEDERAL PARTICIPATION IN BOTH THE SEPTEMBER AND OCTOBER PAYMENTS. IF, HOWEVER, HOSPITALIZATION IS NOT DETERMINED TO BE TEMPORARY, FEDERAL REIMBURSEMENT IS AVAILABLE ONLY THROUGH THE MONTH OF SEPTEMBER.

Guardianship:

In OAS and ANB, there is no Federal participation in payments made to a guardian who is an employee of the SDMH. (SEE SEC. 230-60, GUARDIANSHIP.)

References to Other Manual Sections:

For further discussion of Federal participation see Secs. 627-45, Partial Months' Claims--Bases for State and Federal Participation; 627-80, Federal Participation on Children Between Ages of 16 and 18 years; 627-85, Federal Participation When an Additional Child Becomes Eligible for Aid During Month; 627-90, Two or More Family Budget Units in One Household; and 628-00, Payees Eligible Under Social Security Act. (W&IC 1553, 1560, 2140, 2186, 3075, 3087; FSS-ADMIN.)

627-30 (Continued)

627-30

- b. When a payment is made in excess of the authorized award. The Federal Government participates in the excess payment only if the amount of the excess is taken into consideration in the payment for either of the two months following the month in which the overpayment was made. No change in the authorized award should be made to correct the overpayment. A letter notifying the SDSW of the error and the month in which the adjustment is to be made will assure full Federal participation in the authorized award for each month.

EXAMPLE J. THE AUTHORIZED AWARD IN OAS IS \$45. THROUGH ERROR \$55 IS PAID IN JANUARY. IN FEBRUARY OR MARCH \$10 LESS THAN THE AUTHORIZED AWARD IS PAID TO ADJUST FOR THE \$10 OVERPAYMENT IN JANUARY. NO CHANGE IN THE AWARD IS MADE TO CORRECT THE OVERPAYMENT. A LETTER NOTIFYING THE SDSW OF THE ERROR AND THE MONTH IN WHICH THE ADJUSTMENT IS TO BE MADE WILL ASSURE FULL FEDERAL PARTICIPATION IN THE MAXIMUM BASIS OF \$90 FOR THE TWO MONTHS.

6. Delayed Payment

When a grant of aid has been properly authorized but either the issuance or release of the warrant has been delayed in such situations as Items 3 through 8 in Sec. 361-25, Retroactive Aid Payments by County. The Federal government participates provided the payment is released within the two months following the month for which delivery was withheld.

7. Payment with Respect to an Erroneous Discontinuance

When an erroneous discontinuance is later rescinded. The Federal government participates in the payment for the month in which the rescinding action is taken (and the payment is delivered) and the two preceding months.

8. Appeals to SSWB

When a retroactive payment has been made to adjust an appeal which has been filed, but not yet heard by the SSWB, or to carry out an appeal decision by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, in addition to the month during which the appeal was signed and the two preceding months.

Federal participation is not available for retroactive payments for any months between the expiration of the investigation period and the month(s) in which assistance is authorized except when aid has been improperly denied and such action is later rescinded. (SEE SEC. 611-70, RETROACTIVE INITIAL PAYMENTS, AND 626-50, SUPPLEMENTAL AID CLAIMS.)

EXAMPLE K: REQUEST FOR RESTORATION OF OAS AFTER DISCONTINUANCE DUE TO EMPLOYMENT IS MADE ON MARCH 16. THE 30-DAY INVESTIGATION PERIOD EXPIRES APRIL 15, BUT DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL MAY 5, WHEN AID IS GRANTED TO BEGIN APRIL 1, THE FIRST OF THE MONTH DURING WHICH THE 30-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENT MADE IN MAY FOR APRIL.

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

Earl Warren
Governor

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLE
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
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LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

STATE OF CALIFORNIA

Department of Social Welfare

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
March 28, 1947

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

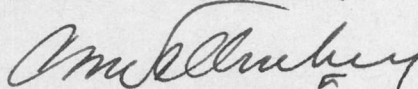
Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 103

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Am. S. L. L. L. L.
(Signature)

Director
(Title)

3/28/47
(Date)

MAIN OFFICE
SACRAMENTO
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LOS ANGELES OFFICE
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311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 28, 1947

1297

FILED
in the office of the Secretary of State
of the State of California
APR 1 - 1947
FRANK M. JORDAN, Secretary of State
By *Frank M. Jordan*
Assistant Secretary of State

MANUAL LETTER NO. 103

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators for the revised chapters. Revision numbers by chapters are as follows:

Welfare Personnel Standards	Revisions 63 and 64
Amount of Grant	Revision 61
Continuing Services	Revisions 166 thru 168
Statistical Procedures	Revision 63

These revisions were approved by the State Social Welfare Board on March 21, 1947.

Sec. 077-00 is a new section which provides that leave without pay for 27 days or less need not be reported to the State Department of Social Welfare. Sec. 077-04 has been revised for clarification of procedure. Sec. 074-40, War Duration Appointments, has been deleted and should be removed from your Manual.

Sec. 156-25 as it relates to recording of special needs in ANB has been revised for clarification.

Secs. 352-10, 352-15 and 352-20 have been revised to provide alternate methods of recording reinvestigation of eligibility.

Sec. 563-20 has been revised because of the change in maximum grant in OAS, ANB, APSB and to bring up to date the procedure for preparing Part C of the Form GR 237.

The exemption which has applied in OAS to certain income from agricultural employment and nursing service will terminate on June 30, 1947, and thereafter all net income from either source must be considered in determining the amount of aid. Necessary revisions to pertinent manual sections have been approved by the State Social Welfare Board, and will be released later. Sections 151-93 and 151-95 have been deleted effective June 30, 1947.

077-01 ALLOWANCE FOR LEAVES OF ABSENCE

077-01

WPS

Subject to the approval of the county welfare director and the county board of supervisors, any permanent employee, or any probationary employee who immediately preceding his appointment to his present position held permanent status in some other class, may be granted a leave of absence without pay for a period not to exceed one year. An original leave of absence granted for a period of less than one year may be extended at the employee's request, and upon the approval of the county board of supervisors, for a period which when added to the period of the original leave of absence will not total more than one year. (W&IC 119.5, 119.6; FSS-ADMIN.)

077-02 GRANTING LEAVES OF ABSENCE

077-02

WPS

Leaves of absence without pay may be granted to permanent employees, or any probationary employee who immediately preceding his appointment to his present position held permanent status in some other class, for any of the following reasons:

1. To attend an institution of learning to improve the skills, knowledges, and techniques of their work in the county welfare department; however, upon the recommendation of the county welfare director and the county board of supervisors, and upon the approval of the SDSW, a permanent employee may be granted an educational leave of absence with pay or with partial pay.
2. Pregnancy;
3. Illness or disability;
4. Any other reason approved by the SDSW.

An employee requesting a leave of absence shall file his request in writing with the appointing officer. Such written request shall include the reasons for the request and the period for which the leave of absence is requested.

The appointing officer shall notify the SDSW of all approved leaves of absence, the period of the leave of absence, and the reasons for which the leave of absence was granted. The separation form (Form PS-21) used by the county welfare departments to report all separations of personnel to the SDSW shall be used for reporting leaves of absence.

An employee granted a leave of absence has a right to reinstatement to his former position upon the expiration of the period of his approved leave of absence, provided his position has not been abolished during his absence. In the event the employee's position has been abolished during the period of his leave of absence, his name shall be placed on the reemployment list for the ap-

(Section Continued on Next Page)

076-60 APPEAL FROM REMOVAL FROM ELIGIBLE LIST
WPS

076-60

An eligible whose name has been removed from an eligible list for any of the reasons specified in Sec. 073-10, Removal of Names from Eligible List, may appeal to SSWB for reconsideration. Such appeal shall be filed in writing with SDSW within 30 days after date on which notification was mailed to applicant. SDSW shall refer the appeal with all pertinent information to SSWB. SSWB, after investigation, shall make its decision and shall notify the eligible accordingly. (W&IC 119.5, 119.6)

076-70 APPEAL FROM DISMISSAL, SUSPENSION, OR DEMOTION
WPS

076-70

Permanent employee who is dismissed, suspended, or demoted shall have right to appeal to SSWB not later than 30 days after effective date of dismissal, suspension, or demotion. Such appeal shall be in writing and shall be transmitted to SDSW which shall arrange a formal hearing within reasonable time after receipt of appeal. Both employee and county agency shall be notified reasonably in advance of the hearing and shall have right to present witnesses and give evidence before SSWB.

The SSWB, within 30 days after the hearing, shall make its recommendations in writing to county agency for consideration. After consideration of recommendations of SSWB, county agency shall make its decision which shall be final and which shall be duly recorded in permanent records of SDSW. SDSW shall, in writing, promptly notify employee of final decision of county.

All hearings and investigations of charges for dismissal of an employee shall be public and shall be governed by the provisions of these rules; and in the conduct thereof neither SSWB, its representative, nor any other party, shall be bound by technical rules of evidence, nor shall informality in any proceedings or in manner of taking testimony invalidate any order, decision, rule, or regulation made, approved, or governed by SSWB.

Appellant at such hearings shall have opportunity to present whatever competent evidence he may desire to submit in his own defense and shall have right to be represented by counsel. Witnesses may be subpoenaed by SSWB, and SSWB shall have power to compel attendance of witnesses in accordance with this section. (W&IC 119.5, 119.6; FSS-ADMIN.)

077-00 LEAVE WITHOUT PAY OF 27 DAYS OR LESS NEED NOT BE REPORTED

077-00

Absence from duty without pay of any employee, irrespective of status, for a period not exceeding 27 consecutive calendar days, for reasons satisfactory to the appointing power will not be considered a leave of absence within the meaning of Sec. 077-02 and need not be reported on the separation form (Form PS-21) to the SDSW.

Failure of any employee to return to his employment on the first working day following the 27 days' authorized absence without pay shall constitute an automatic resignation and such resignation shall be reported to the SDSW by the appointing authority on Form PS-21, Report of Separation. (W&IC 119.5 AND 119.6)

077-06 GRANTING OF SICK LEAVE
WPS

077-06

Sick leave may be granted by the appointing officer for any of the following reasons:

1. Illness requiring absence from work;
2. Emergency dental care;
3. Contact or exposure to contagious disease under circumstances in which the health of the employees with whom associated or members of the public with whom they necessarily deal would be endangered by attendance on duty;
4. Illness or death in the immediate family of the employee for such periods as the attendance of the employee shall be necessary.

Sick leave may not be granted for absence from work due to pregnancy. Sick leave may be accumulated up to a total of fifty work days.

The appointing authority may require that any request for sick leave be accompanied by a physician's certificate or other proof of the adequacy of the reasons for any officer's or employee's absence during the time for which sick leave is requested.

The appointing officer shall keep proper records and schedules of sick leave granted and shall make such reports to the SDSW as may from time to time be required concerning the sick leave granted or due to each employee.

Each county welfare department shall have entered each month on Employee's Monthly Time Record (Form DFA 43) or other approved personnel record, the total number of days of accumulated sick leave of each employee at the beginning of the month, the number of days sick leave accumulated and used during the month, and the balance of sick leave to the credit of the employee at the end of the month. (See SECS. 645-30, TIME RECORDING BY EMPLOYEES, AND 645-45, SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE.) (W&IC 119.5, 119.6, FSS-ADMIN.)

Nothing in this section shall be construed as precluding boards of supervisors from adopting, by ordinance or resolution, sick leave provisions which are different from those included in this section. A copy of any such ordinance or resolution affecting sick leave privileges for employees shall be forwarded within thirty days to the SDSW for presentation to the SSWB for consideration.

077-07 ACCRUED SICK LEAVE OF TRANSFERRED EMPLOYEE
WPS

077-07

In the event of the transfer of an employee from one county welfare department to another, the latter county welfare department shall assume no obligation in recognizing any accrued sick leave earned by the employee but not used in the county from which the employee transferred. (W&IC 119.5, 119.6)

077-02 (Continued)

077-02

propriate classification. Reinstatement after leave of absence should be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment).

If, during the course of the leave of absence, the employee has obtained a permanent position elsewhere, it shall be the duty of the employee to notify the appointing authority by tendering his resignation from the position from which he was granted a leave of absence.

Persons filling vacancies created by an employee's approved leave of absence shall be informed by the appointing officer that the tenure of their employment is temporary and subject to the return of the employee granted the leave of absence.

The failure of an employee to notify the appointing authority of his availability for reinstatement within ten days after the expiration of the period of the approved leave of absence shall constitute an automatic resignation. Such resignation shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6; FSS-ADMIN.)

077-03 LEAVE OF ABSENCE FOR COURT DUTY
WPS

077-03

Subject to the approval of the appointing officer, an employee may be granted leave with pay from his work for such time as may be required to serve as a witness or juror in a court of law. (W&IC 119.5, 119.6; FSS-ADMIN.)

077-04 ABSENCE WITHOUT LEAVE
WPS

077-04

Absence from duty without leave for a period in excess of ten calendar days may be considered good cause for dismissal from the service. Such dismissal shall be reported on Form PS-21, Report of Separation. (W&IC 119.5 AND 119.6)

077-05 ALLOWANCE FOR SICK LEAVE
WPS

077-05

Every employee may, subject to the approval of the appointing authority, be granted sick leave with pay computed on the basis of one work day for each calendar month or major portion of a calendar month of service. The words "calendar month" as used in this section refer to the period from the first to last day of the month. (W&IC 119.5, 119.6; FSS-ADMIN.)

156-25 (Continued)

156-25

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions: When ordered by a physician, optician, or an optometrist.5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered an excess need during the period in which the cost of such repairs is being paid. The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement, or of augmenting the present supply may be established as excess need.

Replacement of household equipment and supplies, clothing, etc., destroyed in a catastrophe such as fire, flood, etc., may be considered need in excess of basic continuing needs to the extent that such possessions have not been covered by insurance.

(Section Continued on Next Page)

156-25 DEFINITION AND DETERMINATION OF NEEDS IN EXCESS OF BASIC
CONTINUING NEEDS IN ANB
ANB

156-25

The ANB law recognizes that the minimum need of an individual ANB recipient is \$65 a month. (SEE SEC. 156-20, DEFINITION OF BASIC NEEDS IN ANB.) The amount of aid granted plus the income received must equal at least the statutory maximum of \$65 a month to cover the basic continuing need of such recipient.

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social or economic adjustments required to promote the well-being of the individual blind person. These special needs may be in excess of the basic continuing needs. (SEE SEC. 156-20.) No monetary limit has been placed upon the extent of the need in excess of the basic continuing needs.

NEEDS IN EXCESS OF BASIC CONTINUING NEEDS

Needs in excess of the basic continuing needs shall be determined on the basis of the individual recipient's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual recipient.

In those instances where there is income including the value of currently used resources, there shall be recording in the case record concerning discussion with the recipient as to any special needs he may have and the amount required to meet such special needs; also the determination with regard to the establishment of need in excess of basic continuing needs.

The items listed below are not intended to be all inclusive and there are undoubtedly special needs of recipients which are not listed and which may well constitute an actual need. Conversely, the fact that an item has been listed as a possible need in excess of basic continuing needs does not imply that every expenditure for such item is automatically such a need.

The needs which are most usually found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy, subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

(Section Continued on Next Page)

352-10 (Continued)

352-10

- Item 6A. Indicate by checking "yes" or "no" whether each child between 16 and 18, otherwise eligible to Federal participation, is regularly attending school. (SEE SECS. 235-20, SCHOOL ATTENDANCE AS REQUIREMENT FOR FEDERAL PARTICIPATION, AND 351-75, REINVESTIGATION OF SCHOOL ATTENDANCE.) When a child is not between 16 and 18 or does not qualify for Federal participation, record "none" or draw a line through space under this item.
- Item 6B. Record nature of evidence and date school attendance or non-attendance was last verified.
- Item 7A(1). Enter total assessed valuation of all real property holdings of parent, parents, and/or child or children.
- Item 7A(2). Enter verified value of cash or securities owned by parent, parents, and/or child or children. (If face value of insurance policies is used in determining value of personal property, include face value in total of cash and securities. See Sec. 143-89, Verification of Insurance.)
- Item 7A(3). Enter "no" if no transfer of either real or personal property was made for the purpose of qualifying for aid. If the facts determine that a transfer of property was made to qualify for aid, ineligibility is indicated. (SEE SECS. 135-00, TRANSFER OF REAL PROPERTY TO QUALIFY FOR AID, AND 146-10, TRANSFER OR ASSIGNMENT OF PERSONAL PROPERTY.)
- Item 7B(1). Enter evidence verifying assessed value of real property holdings. (SEE SEC. 351-15, REINVESTIGATION OF REAL PROPERTY.)
- Item 7B(2). Enter evidence verifying Item 7A(2). (SEE SEC. 351-20, REINVESTIGATION OF PERSONAL PROPERTY.) If face value of insurance policies is used in determining value of personal property, indicate by "F.V." (SEE SEC. 143-89.)
- Item 7B(3). When investigation reveals that there has been no assignment or transfer of real or personal property, enter "Investigation reveals none."

(Section Continued on Next Page)

352-10 RECORDING OF REINVESTIGATION IN ANC
ANC

352-10

The results of the reinvestigation for Items 1 through 11 on the reverse of the Form CA 206 may be recorded on the Form CA 206 or on an approved alternate form or elsewhere in the case record. Regardless of the place where that information is recorded, Items 12 and 13 shall be completed on the reverse of the form.

Instructions for completion of items follow:

- Item 1A. Enter classification (SEE SEC. 351-60, REINVESTIGATION OF CLASSIFICATION) according to appropriate abbreviation. (SEE SEC. 237-75, INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILITY.) If children in the same family group are granted aid under different classifications, enter the second classification in the second space provided for this purpose.
- Item 1B. Enter evidence verifying classification. The description of evidence shall indicate whether eligibility under the appropriate classification is determined by the mother, father, or both parents, the nature of evidence verifying classification and the date of any change in classification.
- Item 2. Enter whereabouts of parents. (SEE SEC. 351-65, REINVESTIGATION OF PAYEE, PARENTS' WHEREABOUTS AND ASSISTANCE PLAN.)
- Item 3. Enter the given names of the children who are receiving aid under the classification listed in Item 1A. When there are two sets of parents, enter the given name of the second set of children under the second Item "3" and the classification for these children under the second Items A. and B. The second Item "3" may be used to enter names of children in the same classification when there are more than five children in the family group. Mark out the second "1A", "1B", and "2" when the second "3" is used in this way. Use a rider for any additional children or for any additional set of parents and classification in the same family.
- Item 4. Enter living plan for each child by appropriate abbreviation. (SEE SECS. 351-35, REINVESTIGATION OF LIVING ARRANGEMENTS, AND 237-75.)
- Item 5. Enter under Item 5A family relationship or other relationship, of the payee to each child in order to determine eligibility to Federal participation. Record under Item 5B the payee's name when the payee is other than the applicant. When the payee and applicant are the same person, draw a line through Item 5B. (SEE SEC. 351-65)

(Section Continued on Next Page)

352-15 RECORDING OF REINVESTIGATION IN OAS
OAS

352-15

The results of the reinvestigation for Items 1 through 6 on the reverse of the Form Ag 206 may be recorded on the Form Ag 206 or on an approved alternate form or elsewhere in the case record. Regardless of the place where that information is recorded, Items 7 and 8 shall be completed on the reverse of the form.

Instructions for completion of items follow:

Item 1. Real Property--When circumstances require real property reinvestigation (SEE SEC. 351-15, REINVESTIGATION OF REAL PROPERTY), enter dates of verification and findings.

Item 2. Personal Property--When personal property reinvestigation is required (SEE SEC. 351-20, REINVESTIGATION OF PERSONAL PROPERTY), record dates of verification of findings.

Item 3. Income--Enter all income with verification and source. Under source of "Income" record "home owned," for every recipient who lives in a home owned outright or in which he has an interest. Record value of use and occupancy as computed in accordance with rules and regulations of SDSW. When there is no net value of use and occupancy, write "none."

Item 4. Responsible relatives. Indicate whether responsible relatives have been requested to sign sworn statement, which relatives have ability to assist, and efforts to secure such assistance. (SEE SEC. 351-30, REINVESTIGATION OF RELATIVES.)

Items 5 and 6 are self-explanatory.

Item 7. The amount of OAS to which the recipient is determined by the reinvestigation to be eligible to receive shall be entered here irrespective of whether it appears elsewhere in the case record.

Item 8. The signature of the person completing the reinvestigation and the date shall always be entered here. (SEE SEC. 352-25, NOTIFICATION TO SDSW OF COMPLETION OF REINVESTIGATIONS.) (W&IC 2140)

352-10 (Continued)

352-10

- Item 8A. Indicate in appropriate square under (1) whether parents not living with children are able to contribute. If answer is "yes," enter under (2) the amount of actual contribution.
- Item 8B. 1. Enter evidence verifying parents' income or financial situation, indicating ability to support.
2. Enter means of verification of parents' actual contribution.
- Item 9A. Two alternate assistance plans are provided--one for children in their own home, the other for children in boarding homes, institutions, or with relatives. (Item 10.)
1. Enter total budget for family unit.
2. Enter total net income to family unit.
3. Enter deficiency; i.e., difference between 1 and 2.
4. Enter ANC grant.
- Item 9B. Items 1, 3, and 4 of Item 9A are verified by the information on the Budget Work Sheet (Form Gen M48). When this is not used, the county record shall contain an explanation of the method of estimating the budget, and this is noted under the above headings.
2. Enter each item such as parent's wages, income from securities, etc., which is a part of total net income to family unit and the nature of the evidence verifying each item. (SEE SEC. 351-25.)
- Item 10A. 1. Enter number of children and amount needed or charged for their care.
2. Record total contribution from parent/parents for child or children's care.
3. Indicate other income to child/children.
4. Record deficiency.
5. Record ANC grant.
- Item 10B. 1. Indicate means of verifying amount needed when documentary evidence of amount is not available. When documentary evidence is available, indicate nature and date of same.
2. Enter cross reference to Item 8B.
3. Enter source and method of verifying other income.
4. No recording required.
5. No recording required.
- Item 11. Enter date last home visit. (SEE SEC. 351-12, HOME VISIT DURING REINVESTIGATION.)
- Item 12. Enter amount of aid. (SEE SEC. 351-40, REDETERMINATION OF AMOUNT OF AID.)
- Item 13. Enter date of completion of reinvestigation. The county worker who made the reinvestigation signs the form. (W&IC 1560)

353-00 OTHER REINVESTIGATIONS
OAS, ANB, APSB, ANC

353-00

Upon receipt of a report of an alleged resource or other unverified information which raises question regarding a recipient's or in ANC, a parent's or child's continued eligibility, appropriate investigation shall be initiated promptly. A sustained effort shall be made to complete the investigation within the first month following that in which the report causing the investigation is received. (W&IC 1560, 2140, 3075, 3460)

353-05 REPORT REQUIRED OF RECIPIENT WHO LEAVES STATE
OAS, ANB, APSB, ANC

353-05

A recipient of OAS, ANB, or APSB who plans to go or goes to another state and whose aid continues beyond the second month following departure due to "unusual circumstances," shall report before leaving, or not later than two months after departure, his intent with regard to residence. (SEE SEC. 123-05, CONTINUANCE OF AID WHILE RECIPIENT ABSENT FROM STATE.) He shall also report his living arrangements in the new locality, any change in his income because of the change in living plan, and the contribution, if any, required to cover his share of expense in the household.

When a child receiving ANC accompanies his parent to another state and aid continues beyond the second month following departure, the parent shall comply with these requirements.

In ANC, arrangements shall be made periodically with the welfare department in the locality where the child is living, to contact the recipient to determine that the child is receiving adequate care.

When warrants are mailed out of the State on a continuing basis, the county may verify the whereabouts of the recipients by forwarding occasional warrants by registered mail with a return receipt requested. (SEE SECS. 123-20, RETURN FROM OUT OF STATE TO COUNTY OF RESIDENCE AFTER AID DISCONTINUED, AND 123-50, LOSS OF STATE RESIDENCE WHILE IN RECEIPT OF AID.) (W&IC 1560, 2140, 3075, 3460)

353-20 CHANGES IN AID FOLLOWING REINVESTIGATION
OAS, ANB, APSB, ANC

353-20

When a reinvestigation, either annual or otherwise, indicated a change in the amount of the grant, such change shall be made as soon as administratively possible. A Notice of Change (Form Ag. B1, CA 232) shall be submitted to the SDSW not later than 15 days after action by the board of supervisors. (SEE SECS. 360-25, REASONS FOR CHANGES IN AMOUNT OF AID, AND 362-25, CHANGE IN NEED OR INCOME--NO CHANGE IN GRANT.) (W&IC 1560, 2140, 3075, 3460)

352-20 RECORDING OF REINVESTIGATION IN ANB AND APSB
ANB, APSB

352-20

The results of the reinvestigation for Items 1 through 9 on the reverse of the Form B1 206 may be recorded on the Form B1 206 or on an approved alternate form or elsewhere in the case record. Regardless of the place where that information is recorded, Item 10 shall be completed on the reverse of the form.

Instructions for completion of items follow:

Items 1, 7, 8, 9, and 10 of Form B1 206 are self-explanatory.

Item 2. Real property--When circumstances require real property reinvestigation (SEE SEC. 351-15, REINVESTIGATION OF REAL PROPERTY), enter dates of verification and findings.

Item 3. Personal property--When personal property reinvestigation is required by circumstances (SEE SEC. 351-20, REINVESTIGATION OF PERSONAL PROPERTY) record dates of verification and findings.

Item 4. Income--Enter all income with verification and source. Under source of "Income" record "Home owned", for every recipient who lives in a home owned outright or in which he has an interest. Record value of use and occupancy as computed in accordance with rules and regulations of SDSW. When there is no net value of use and occupancy, write "none". For APSB enter "Exempt Income" or "Non-exempt Income," according to provisions of law, with verification and source.

Item 5. Need in excess of \$65 per month--In ANB when aid in excess of \$65 is established, enter the nature of the need which is in excess of \$65 per month with verification of need and amount of same.

Item 6. APSB--Plan for self-support--When aid is granted under APSB Law, verification of the plan of self-support with date and source of information shall be included. (SEE SEC. 351-55, REDETERMINATION OF ELIGIBILITY UNDER ANB AND APSB PROGRAM.)

The date at the bottom of the form is the date the worker completed the reverse of Form B1 206. (W&IC 3075, 3460)

352-25 NOTIFICATION TO SDSW OF COMPLETION OF REINVESTIGATIONS
OAS, ANB, APSB, ANC

352-25

The reinvestigation completed by the county each month shall be reported in accordance with the provisions of Sec. 565-00. Instructions for Preparation of Monthly Report on Reinvestigations.

The date reinvestigation was completed is defined as the month in which the county worker and/or the case supervisor or county welfare director (dependent upon county discretion in determining when the reinvestigation is "completed") signed the reverse of the completed Affirmation of Eligibility (Form Ag, B1, CA 206). (W&IC 1560, 2140, 3075, 3460)

563-30 (Continued)

563-30

Do not include obligations for medical or dental care, hospitalization, or burials, except payments for such services included in direct money payments which are not separable from payments for other needs. Obligations for medical or dental care, hospitalization, and burials are reported in Part D of Form GR 237. (See Sec. 564-50, REPORTING OF OTHER GENERAL RELIEF FROM COUNTY INDIGENT FUNDS.)

Enter in Column I obligations incurred for the benefit of children for whom aid is granted under the Boarding Homes and Institutions program.

Enter in Column II all obligations incurred for the benefit of Family Groups. Include payments for the specific benefit of the child/children for whom aid is granted and also payments for the benefit of any other member of the Family Budget Unit. Do not include aid paid for the benefit of any person in the household who is not a member of the Family Budget Unit; such aid is reported on Form GR 237.

Enter in Column III the sum of Columns I and II.

Item 11. Total Obligations Incurred--Enter the sum of Items 11A and 11B.

Item 11A. Total Basis for State Participation--Enter the total amount of obligations incurred for cash payments under each program, excluding county supplemental aid.

The entry in Item 11A, Column I, is comparable to the entry in Item 1, Column A, of the Aid Affidavit (Form CA 800-BHI). The amount reported in Column I for children in boarding homes and institutions should not exceed \$22.50 per child.

The entry in Item 11A, Column II, is comparable to the entry in Item 1, Column A, of the Aid Affidavit (Form CA 800, revised October, 1946). The amount reported in Column II for children under the Family Group Program should not exceed \$36 a month for one child in the Family Budget Unit eligible for Federal participation and \$31.50 for each additional child eligible for Federal participation. For children in the Family Budget Unit, not eligible for Federal participation, the amount should not exceed \$22.50 per child.

The breakdown by source of funds of the payments in which the state participates is given in Items 11A (1), (2), and (3).

(Section Continued on Next Page)

563-20 (Continued)

563-20

Only cash payments within the maximum aid grant established by the OAS, ANB or APSB laws are to be reported on Ag and B1 237 reports. All payments in kind and cash payments in excess of the legal maximum which are specifically for the OAS, ANB, or APSB recipient are to be reported under Section C of Form GR 237.

OAS

Item 11, Total Obligations Incurred (Form Ag 237) is comparable to the entry in Item 1, Column A, of the Aid Affidavit (Form Ag 800).

Item 11A, Federal share (Form Ag 237) is comparable to the entry in Item 6, Column A, of the Aid Affidavit (Form Ag 800).

Item 11B, State share (Form Ag 237) is comparable to the entry in Item 13, Column A, of the Aid Affidavit (Form Ag 800).

Item 11C, County share (Form Ag 237) is equal to Item 11 minus the sum of the entries in Items 11A and 11B. (It is not comparable to any item in the Aid Affidavit.) The county share should not exceed one-sixth of the difference between Item 11 and Item 11A.

ANB, APSB

The sum of the entries in Item 11 (Form B1 237) for ANB and APSB is comparable to the single entry in Item 1, Column A, of the Aid Affidavit (Form B1 800).

Item 11A, Federal share (Form B1 237) for the ANB program is comparable to the entry in Item 6, Column A, of the Aid Affidavit (Form B1 800).

The sum of the entries in Item 11B, State share (Form B1 237) for ANB and APSB is comparable to the entry in Item 13, Column A, of the Aid Affidavit (Form B1 800).

Item 11C, County share (Form B1 237) is equal to the entry in Item 11 minus the sum of the Federal and State shares (Items 11A and 11B). (It is not comparable to any item on the Aid Affidavit.) The county share may be equal to or less than the state share, but is never greater. (W&IC 2140, 3091 AND 3460)

563-30 PART C. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS
ANC

563-30

Section C of Form CA 237 provides for reporting obligations not only for the amount of ANC payments in which the state participates but also for any additional county aid (other than medical or dental care, hospitalization, or burial) given to ANC cases for support of the Family Budget Unit. It includes payments in kind as well as amounts by which cash payments exceed the Basis for State Participation. Counties paying cash supplemental aid in separate warrants should include this amount also.

(Section Continued on Next Page)

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(14)

LOS ANGELES OFFICE
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(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
April 28, 1947

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Bradford

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 290-A (WS) (Emergency)
DEPARTMENT BULLETIN NO. 300 (WS) (Emergency)
DEPARTMENT BULLETIN NO. 301 (Merit System) (Emergency)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

206:b5
Attachments

1947 APR 29 PM 1

FRANK M. JORDAN

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles A. [Signature]
(Signature)

Director
(Title)

4/28/47
(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 25, 1947

WG 10 Sec. 129, 130.5

DEPARTMENT BULLETIN NO. 290-A (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Civilian War Assistance
Provision for Return
Transportation to the
Philippine Islands and
to Hawaii

Eligibility of Spouse of Civilian Evacuated Subsequent
to September 15, 1945

Questions have been raised about the eligibility for return transportation to Hawaii and the Philippines of the spouse of an evacuee who came to the United States subsequent to September 15, 1945. Since provision has previously been made for payment of return transportation of children under 18 returned to parents or relatives in the United States subsequent to September 15, 1945, and children born here since evacuation of their parents, this provision has been extended to include payment of return transportation for the spouse as well as for the children, in order for the eligible evacuee to take advantage of the return transportation available under the civilian war assistance program.

Transportation of Household Goods

Questions have been raised concerning the possibility of payment for transportation of household goods to the Philippines or Hawaii. Transportation of additional luggage, household effects, or other possessions in excess of the amount allowed under first-class passage, cannot be paid out of civilian war assistance funds.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

WVC Sec. 120, 120.5

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STATE OF CALIFORNIA

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DEPARTMENT OF SOCIAL WELFARE

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DIRECTOR

Sacramento
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Department of Social Welfare

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Sacramento
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Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Mr. S. H. H. H.
(Signature)

Director
(Title)

4/28/47
(Date)

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DIRECTOR

Sacramento
March 25, 1947

DEPARTMENT BULLETIN NO. 300 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Modification of Policies Under
the Civilian War Assistance
Medical Care Program

The following instructions which have been received from the Social Security Administration rescind Department Bulletin 294-A (WS) and supercede Section VI of Department Bulletin 294 (WS).

"Several difficult situations have arisen in effecting the transfer of responsibility for medical care from the U. S. Public Health Service to the Social Security Administration. For example, although the transfer of responsibility for medical care became effective October 1, 1946, it has not always been possible for the local public welfare agency to make a redetermination of eligibility for medical care on the basis of need until several weeks later. In other instances, authorization for medical care was given by the U. S. Public Health Service but treatment was either not initiated until after August 16, 1946, (the date when Public Health Service district directors were notified that eligibility for medical care was to be based on need), or completed after October 1, 1946, (the effective date of the transfer).

"Since the transfer of responsibility for medical care from the U. S. Public Health Service to the Social Security Administration was an administrative decision to facilitate the operation of this phase of the civilian war assistance program, rather than a legal requirement, the following modification in previous policy has been made to allow a reasonable period of time to put this change into effect, insofar as the 'need' aspects are concerned".

I. Payment for Medical Care

A. Care Received Outside of U. S. Public Health Service Facilities

1. Between July 1 and August 16, 1946

For medical care received between July 1 and August 16, 1946, outside of U. S. Public Health Service facilities, bills should be transmitted to the District Director of the U. S. Public Health Service for payment as heretofore.

2. Care Starting Before August 16 and Completed Prior to October 1, 1946

The U. S. Public Health Service will assume responsibility for payment of medical care which started before August 16 and was completed prior to October 1, 1946. All such bills referred to county welfare departments on which payment has not been made by the county should be returned to W. T. Harrison, Medical Director, District No. 5, U. S. Public Health Service, 1152 U. S. Appraisers Building, San Francisco (11).

It will therefore no longer be necessary to submit to the State Department of Social Welfare for forwarding to the Bureau of Public Assistance, Washington, D. C., information on cases determined ineligible for care received between August 16, 1946, and September 30, 1946.

3. Care Started After August 16, 1946, and Completed Prior to November 1, 1946

Payment should be made by county welfare departments for medical care authorized by the U. S. Public Health Service for evacuees and repatriates without regard to need if the care started after August 16, 1946, and was completed prior to November 1, 1946. Payment should be made by the county welfare departments in the usual manner (either through the money payment or through payment to the vendor) using civilian war assistance funds.

4. On and after November 1, 1946

Payment for medical, dental, or hospital care received after August 16 and extending beyond November 1, 1946, may be made only when a determination of eligibility on the basis of need has been established. For example: an outstanding medical care bill in the amount of \$180 for services rendered a repatriate during the period 8/20/46 through 12/28/46 will be met through Civilian War Assistance funds when eligibility on the basis of need is established.

In the absence of established rates for medical and dental care, rates comparable to fees allowed in the state under the State Workmen's Compensation program may be used. The U. S. Public Health Service has also offered to act in a consultative capacity and any questions regarding the charges made may be forwarded to the State Department of Social Welfare and a decision will be obtained from the U. S. Public Health Service.

B. Care Received in U. S. Public Health Service Facilities

1. Between July 1 and October 1, 1946

Arrangements for payment of medical care received in U. S. Public Health Service facilities will be made by the U. S. Public Health Service when such care was completed prior to October 1, 1946.

2. Care Completed Prior to November 1, 1946

Payment will be made directly by the Social Security Administration to the U. S. Public Health Service without regard to need for medical care completed in U. S. Public Health Service facilities prior to November 1, 1946.

3. Care Extending Beyond November 1, 1946

When care in U. S. Public Health Service facilities was received after August 16 and extends beyond November 1, 1946, payment will be made directly by the Social Security Administration to the U. S. Public Health Service for those persons found eligible for such care by the county welfare department. A copy of the county welfare department's authorization of such care must accompany the U. S. Public Health Service' invoice to the Social Security Administration for payment.

WAC Sec. 120, 120.5

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CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 25, 1947

DEPARTMENT BULLETIN NO. 300 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

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"Since the transfer of responsibility for medical care from the U. S. Public Health Service to the Social Security Administration was an administrative decision to facilitate the operation of this phase of the civilian war assistance program, rather than a legal requirement, the following modification in previous policy has been made to allow a reasonable period of time to put this change into effect, insofar as the 'need' aspects are concerned".

I. Payment for Medical Care

A. Care Received Outside of U. S. Public Health Service Facilities

1. Between July 1 and August 16, 1946

For medical care received between July 1 and August 16, 1946, outside of U. S. Public Health Service facilities, bills should be transmitted to the District Director of the U. S. Public Health Service for payment as heretofore.

2. Care Starting Before August 16 and Completed Prior to October 1, 1946

The U. S. Public Health Service will assume responsibility for payment of medical care which started before August 16 and was completed prior to October 1, 1946. All such bills referred to county welfare departments on which payment has not been made by the county should be returned to W. T. Harrison, Medical Director, District No. 5, U. S. Public Health Service, 1152 U. S. Appraisers Building, San Francisco (11).

It will therefore no longer be necessary to submit to the State Department of Social Welfare for forwarding to the Bureau of Public Assistance, Washington, D. C., information on cases determined ineligible for care received between August 16, 1946, and September 30, 1946.

3. Care Started After August 16, 1946, and Completed Prior to November 1, 1946

Payment should be made by county welfare departments for medical care authorized by the U. S. Public Health Service for evacuees and repatriates without regard to need if the care started after August 16, 1946, and was completed prior to November 1, 1946. Payment should be made by the county welfare departments in the usual manner (either through the money payment or through payment to the vendor) using civilian war assistance funds.

4. On and after November 1, 1946

Payment for medical, dental, or hospital care received after August 16 and extending beyond November 1, 1946, may be made only when a determination of eligibility on the basis of need has been established. For example: an outstanding medical care bill in the amount of \$180 for services rendered a repatriate during the period 8/20/46 through 12/28/46 will be met through Civilian War Assistance funds when eligibility on the basis of need is established.

In the absence of established rates for medical and dental care, rates comparable to fees allowed in the state under the State Workmen's Compensation program may be used. The U. S. Public Health Service has also offered to act in a consultative capacity and any questions regarding the charges made may be forwarded to the State Department of Social Welfare and a decision will be obtained from the U. S. Public Health Service.

B. Care Received in U. S. Public Health Service Facilities

1. Between July 1 and October 1, 1946

Arrangements for payment of medical care received in U. S. Public Health Service facilities will be made by the U. S. Public Health Service when such care was completed prior to October 1, 1946.

2. Care Completed Prior to November 1, 1946

Payment will be made directly by the Social Security Administration to the U. S. Public Health Service without regard to need for medical care completed in U. S. Public Health Service facilities prior to November 1, 1946.

3. Care Extending Beyond November 1, 1946

When care in U. S. Public Health Service facilities was received after August 16 and extends beyond November 1, 1946, payment will be made directly by the Social Security Administration to the U. S. Public Health Service for those persons found eligible for such care by the county welfare department. A copy of the county welfare department's authorization of such care must accompany the U. S. Public Health Service' invoice to the Social Security Administration for payment.

70410 Sec. 120, 120.5

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EARL WARREN
GOVERNOR

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311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 25, 1947

DEPARTMENT BULLETIN NO. 300 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Modification of Policies Under
the Civilian War Assistance
Medical Care Program

The following instructions which have been received from the Social Security Administration rescind Department Bulletin 294-A (WS) and supercede Section VI of Department Bulletin 294 (WS).

"Several difficult situations have arisen in effecting the transfer of responsibility for medical care from the U. S. Public Health Service to the Social Security Administration. For example, although the transfer of responsibility for medical care became effective October 1, 1946, it has not always been possible for the local public welfare agency to make a redetermination of eligibility for medical care on the basis of need until several weeks later. In other instances, authorization for medical care was given by the U. S. Public Health Service but treatment was either not initiated until after August 16, 1946, (the date when Public Health Service district directors were notified that eligibility for medical care was to be based on need), or completed after October 1, 1946, (the effective date of the transfer).

"Since the transfer of responsibility for medical care from the U. S. Public Health Service to the Social Security Administration was an administrative decision to facilitate the operation of this phase of the civilian war assistance program, rather than a legal requirement, the following modification in previous policy has been made to allow a reasonable period of time to put this change into effect, insofar as the 'need' aspects are concerned".

I. Payment for Medical Care

A. Care Received Outside of U. S. Public Health Service Facilities

1. Between July 1 and August 16, 1946

For medical care received between July 1 and August 16, 1946, outside of U. S. Public Health Service facilities, bills should be transmitted to the District Director of the U. S. Public Health Service for payment as heretofore.

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It will therefore no longer be necessary to submit to the State Department of Social Welfare for forwarding to the Bureau of Public Assistance, Washington, D. C., information on cases determined ineligible for care received between August 16, 1946, and September 30, 1946.

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In the absence of established rates for medical and dental care, rates comparable to fees allowed in the state under the State Workmen's Compensation program may be used. The U. S. Public Health Service has also offered to act in a consultive capacity and any questions regarding the charges made may be forwarded to the State Department of Social Welfare and a decision will be obtained from the U. S. Public Health Service.

B. Care Received in U. S. Public Health Service Facilities

1. Between July 1 and October 1, 1946

Arrangements for payment of medical care received in U. S. Public Health Service facilities will be made by the U. S. Public Health Service when such care was completed prior to October 1, 1946.

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Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

W. A. R. R. R.
(Signature)

Director

(Title)

4/28/47

(Date)

U & 10 Dec. 103 6, 117
119.5, 119.6

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

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995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 27, 1947

DEPARTMENT BULLETIN NO. 301 (Merit System)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

(Except those in Los Angeles,
San Francisco, Alameda, Sacramento,
San Diego, and Santa Clara Counties.)

Subject: 1947-48 Compensation Plan

The State Social Welfare Board on March 20, 1947, approved the attached compensation plan to apply to all employees of county welfare departments engaged in the administration of Public Assistance and/or Child Welfare Services programs for the fifty-two counties operating under the County Merit System. This compensation plan was developed by a special committee of the Merit System Advisory Committee and modified at a joint meeting held with the Merit System Advisory Committee and representatives of the State Department of Social Welfare in San Francisco on March 14, 1947.

The conditions under which this compensation plan is to be put into effect are outlined on the accompanying sheet.

Your attention is directed to the following required conditions which will be effective upon the adoption of the compensation plan by individual counties:

1. The date on which the new compensation plan is to be effective in any county welfare department will be the same date on which the county budget and/or salary ordinance becomes effective for the fiscal year 1947-48.
2. Each county must adopt a five consecutive step compensation plan from among the the ten salary steps shown on the sheet showing authorized pay ranges. The same corresponding five salary steps must be used for all classifications used in the county welfare department.

Example: If salary steps 3, 4, 5, 6, 7, are selected for any one classification, then salary steps 3, 4, 5, 6, 7, must be used for all other classes.

3. Each employee's salary must be at one of the established salary steps in the compensation plan as adopted by each county board of supervisors.
4. Methods of making salary adjustments necessitated by the adoption of the new compensation plan are fully explained.

5. Cost of living adjustments paid in addition to basic rates are not to be permitted. Where such adjustments are granted in a county after adoption of the plan, salary increases to the nearest step may be made to approximate or equal the amount of adjustment granted to other county employees.

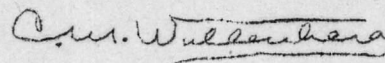
The Social Welfare Board has proposed no State-wide change in the Merit System Compensation Plan since July 1, 1943. At that time the Merit System Advisory Committee recommended a uniform pay scale to be applicable to all Merit System county welfare departments within the State. These recommendations were included in Department Bulletin 184-A. However, because of the stress of war time conditions and the difficulty of attracting or retaining qualified personnel in welfare departments, it has been necessary for the State Social Welfare Board to approve requests by counties for changes in the compensation plan from the rates as listed in Department Bulletin 184-A. At the present time there are only eight counties which are using the pay ranges listed in Department Bulletin 184-A.

In view of the fact that so many counties are not using the pay ranges of Department Bulletin 184-A and in view of the criticisms that have been made by the Federal Social Security Administration concerning the numerous deviations in compensation plans by the county welfare departments, the State Social Welfare Board is of the opinion that the newly devised compensation plan should adequately meet the requirements of the Federal Social Security Administration for a sound compensation plan in all county welfare departments under the Merit System.

The Department is fully aware of the many adjustments that may be necessitated through the adoption of any one of the possible six pay schedules outlined in the attached compensation plan. Upon request the staff of the State Department of Social Welfare is available for assistance to either boards of supervisors or county welfare departments in adjusting any problems which may arise as a result of adopting the new pay ranges.

It shall be the responsibility of each county welfare department to notify the State Department of Social Welfare of the date upon which the board of supervisors has adopted the new compensation plan and the date upon which it is to be effective, as shown by a copy certified by the clerk of the board of supervisors or the county clerk.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

COMPTON PLAN PROPOSED BY MERIT SYSTEM
ADVISORY COMMITTEE AND APPROVED BY STATE
SOCIAL WELFARE BOARD ON MARCH 20, 1947.

CLASSIFICATION	PAY RANGE									
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
County Welfare Director V	295	320	350	380	410	450	490	530	580	630
County Welfare Director IV	255	280	305	335	365	395	425	465	505	555
County Welfare Director III	220	240	260	285	310	340	370	400	440	480
County Welfare Director II	185	200	220	240	260	285	310	340	370	400
County Welfare Director I	145	155	170	185	200	220	240	260	285	310
Assistant County Welfare Director	255	280	305	335	365	395	425	465	505	555
Public Assistance Supervisor, Grade II	220	240	260	285	310	340	370	400	440	480
Public Assistance Supervisor, Grade I	185	200	220	240	260	285	310	340	370	400
Child Welfare Services Worker	160	175	190	205	225	245	265	290	315	345
Public Assistance Worker, Grade II	145	155	170	185	200	220	240	260	285	310
Public Assistance Worker, Grade I	130	140	150	165	180	195	210	230	250	275
County Child Welfare Supervisor	220	240	260	285	310	340	370	400	440	480
Chief Bookkeeper Clerk	185	200	220	240	260	285	310	340	370	400
Chief Clerk	185	200	220	240	260	285	310	340	370	400
Senior Bookkeeper Clerk	140	150	165	180	195	210	230	250	275	300
Senior Stenographer Clerk	140	150	165	180	195	210	230	250	275	300
Senior Typist Clerk	130	140	150	165	180	195	210	230	250	275
Senior Clerk	130	140	150	165	180	195	210	230	250	275
Receptionist	120	130	140	150	165	180	195	210	230	250
Junior Bookkeeper Clerk	110	120	130	140	150	165	180	195	210	230
Junior Stenographer Clerk	110	120	130	140	150	165	180	195	210	230
Junior Typist Clerk	110	120	130	140	150	165	180	195	210	230
Junior Clerk	110	120	130	140	150	165	180	195	210	230

(Continued on Next Page)

JOINT RECOMMENDATIONS OF THE MERIT SYSTEM
ADVISORY COMMITTEE AND STATE DEPARTMENT
SOCIAL WELFARE, APPROVED BY THE STATE
SOCIAL WELFARE BOARD ON MARCH 20, 1947

1. The effective date of the compensation plan is to be the effective date of the budget and/or salary ordinance as adopted in each county included in the Merit System for the fiscal year 1947-48.
2. Each county included in the Merit System must adopt a five consecutive step compensation plan from among the ten salary steps proposed for each classification. The county must use the same corresponding five salary steps for all classifications in the county welfare department.
3. On the effective date of the compensation plan, each employee's salary must be at one of the established salary steps in the approved compensation plan.
4. The method of adjusting existing salaries to the new compensation plan is to be as follows on the effective date:
 - a. Each employee's salary may be adjusted to the nearest step of the new compensation plan which is next to the salary rate received by the employee immediately prior to the effective date of the compensation plan.
 - b. In no instance will the adjustment in salary rate exceed the equivalent of a two-step increase between the salary rate previously received and the salary rate to be received under the new compensation plan, including the granting of an annual salary increase.
5. No new appointments will be made at salary rates beyond the second step of the range without adequate justification in writing to the SDSW, including information in detail concerning the personal qualifications of the employees, the prevailing rate for that type of work in the county concerned, or any other information which justifies the appointment at a salary rate above the second salary step. Under no circumstances will new appointments be made beyond the third step of any salary range. This requirement will not apply in the case of promotions, transfers or reinstatements.
6. Specific amounts of bonus or percentage increases to compensate for increased cost of living will not be added to the compensation plan accepted by the individual county. If a bonus or percentage salary increase plan is in effect in a county, or if said amount is changed with respect to all county employees, the county welfare department may adjust its salary rates within the compensation plan to a rate which most nearly corresponds to the bonus or percentage increase granted to other county employees.
7. The classification title, "Public Assistance Supervisor Grade III," is to be changed to "Assistant County Welfare Director," on the effective date of the county salary ordinance for the fiscal year 1947-48.
8. The classifications of (1) "Property & Resources Investigator" and (2) "Addressograph & Graphotype Operator" are to be eliminated from the Merit System classification plan on the effective date of the county salary ordinance for the fiscal year 1947-48.
9. The previous recommendations of the Merit System Advisory Committee are withdrawn for the establishment of the classifications of Assistant County Welfare Director, Grades I and II.
10. The staff of the Personnel Division, State Department of Social Welfare will undertake a study in the immediate future to determine if the establishment of intermediate classifications in the bookkeeper, clerk, stenographer, and typist series of classes will more adequately meet the needs of the Merit System County Welfare Departments.

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 27, 1947

W4 12 Sec 103.6, 117,
119.5, 119.6

DEPARTMENT BULLETIN NO. 301 (Merit System)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

(Except those in Los Angeles,
San Francisco, Alameda, Sacramento,
San Diego, and Santa Clara Counties.)

Subject: 1947-48 Compensation Plan

The State Social Welfare Board on March 20, 1947, approved the attached compensation plan to apply to all employees of county welfare departments engaged in the administration of Public Assistance and/or Child Welfare Services programs for the fifty-two counties operating under the County Merit System. This compensation plan was developed by a special committee of the Merit System Advisory Committee and modified at a joint meeting held with the Merit System Advisory Committee and representatives of the State Department of Social Welfare in San Francisco on March 14, 1947.

The conditions under which this compensation plan is to be put into effect are outlined on the accompanying sheet.

Your attention is directed to the following required conditions which will be effective upon the adoption of the compensation plan by individual counties:

1. The date on which the new compensation plan is to be effective in any county welfare department will be the same date on which the county budget and/or salary ordinance becomes effective for the fiscal year 1947-48.
2. Each county must adopt a five consecutive step compensation plan from among the ten salary steps shown on the sheet showing authorized pay ranges. The same corresponding five salary steps must be used for all classifications used in the county welfare department.

Example: If salary steps 3, 4, 5, 6, 7, are selected for any one classification, then salary steps 3, 4, 5, 6, 7, must be used for all other classes.

3. Each employee's salary must be at one of the established salary steps in the compensation plan as adopted by each county board of supervisors.
4. Methods of making salary adjustments necessitated by the adoption of the new compensation plan are fully explained.

5. Cost of living adjustments paid in addition to basic rates are not to be permitted. Where such adjustments are granted in a county after adoption of the plan, salary increases to the nearest step may be made to approximate or equal the amount of adjustment granted to other county employees.

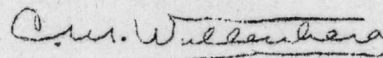
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Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

COMPE TION PLAN PROPOSED BY MERIT SY M
ADVISORY COMMITTEE AND APPROVED BY STATE
SOCIAL WELFARE BOARD ON MARCH 20, 1947.

<u>CLASSIFICATION</u>	<u>PAY RANGE</u>									
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JOINT RECOMMENDATIONS OF THE MERIT SYSTEM
ADVISORY COMMITTEE AND STATE DEPARTMENT
OF SOCIAL WELFARE, APPROVED BY THE STATE
SOCIAL WELFARE BOARD ON MARCH 20, 1947

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STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 27, 1947

Wt 10 See. 103.6, 117
119.5, 119.6

DEPARTMENT BULLETIN NO. 301 (Merit System)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

(Except those in Los Angeles,
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5. Cost of living adjustments paid in addition to basic rates are not to be permitted. Where such adjustments are granted in a county after adoption of the plan, salary increases to the nearest step may be made to approximate or equal the amount of adjustment granted to other county employees.

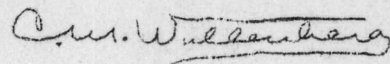
The Social Welfare Board has proposed no State-wide change in the Merit System Compensation Plan since July 1, 1943. At that time the Merit System Advisory Committee recommended a uniform pay scale to be applicable to all Merit System county welfare departments within the State. These recommendations were included in Department Bulletin 184-A. However, because of the stress of war time conditions and the difficulty of attracting or retaining qualified personnel in welfare departments, it has been necessary for the State Social Welfare Board to approve requests by counties for changes in the compensation plan from the rates as listed in Department Bulletin 184-A. At the present time there are only eight counties which are using the pay ranges listed in Department Bulletin 184-A.

In view of the fact that so many counties are not using the pay ranges of Department Bulletin 184-A and in view of the criticisms that have been made by the Federal Social Security Administration concerning the numerous deviations in compensation plans by the county welfare departments, the State Social Welfare Board is of the opinion that the newly devised compensation plan should adequately meet the requirements of the Federal Social Security Administration for a sound compensation plan in all county welfare departments under the Merit System.

The Department is fully aware of the many adjustments that may be necessitated through the adoption of any one of the possible six pay schedules outlined in the attached compensation plan. Upon request the staff of the State Department of Social Welfare is available for assistance to either boards of supervisors or county welfare departments in adjusting any problems which may arise as a result of adopting the new pay ranges.

It shall be the responsibility of each county welfare department to notify the State Department of Social Welfare of the date upon which the board of supervisors has adopted the new compensation plan and the date upon which it is to be effective, as shown by a copy certified by the clerk of the board of supervisors or the county clerk.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

COMPE TION PLAN PROPOSED BY MERIT SY M
ADVISORY COMMITTEE AND APPROVED BY ST...
SOCIAL WELFARE BOARD ON MARCH 20, 1947.

<u>CLASSIFICATION</u>	<u>PAY RANGE</u>									
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
County Welfare Director V	295	320	350	380	410	450	490	530	580	630
County Welfare Director IV	255	280	305	335	365	395	425	465	505	555
County Welfare Director III	220	240	260	285	310	340	370	400	440	480
County Welfare Director II	185	200	220	240	260	285	310	340	370	400
County Welfare Director I	145	155	170	185	200	220	240	260	285	310
Assistant County Welfare Director	255	280	305	335	365	395	425	465	505	555
Public Assistance Supervisor, Grade II	220	240	260	285	310	340	370	400	440	480
Public Assistance Supervisor, Grade I	185	200	220	240	260	285	310	340	370	400
Child Welfare Services Worker	160	175	190	205	225	245	265	290	315	345
Public Assistance Worker, Grade II	145	155	170	185	200	220	240	260	285	310
Public Assistance Worker, Grade I	130	140	150	165	180	195	210	230	250	275
County Child Welfare Supervisor	220	240	260	285	310	340	370	400	440	480
Chief Bookkeeper Clerk	185	200	220	240	260	285	310	340	370	400
Chief Clerk	185	200	220	240	260	285	310	340	370	400
Senior Bookkeeper Clerk	140	150	165	180	195	210	230	250	275	300
Senior Stenographer Clerk	140	150	165	180	195	210	230	250	275	300
Senior Typist Clerk	130	140	150	165	180	195	210	230	250	275
Senior Clerk	130	140	150	165	180	195	210	230	250	275
Receptionist	120	130	140	150	165	180	195	210	230	250
Junior Bookkeeper Clerk	110	120	130	140	150	165	180	195	210	230
Junior Stenographer Clerk	110	120	130	140	150	165	180	195	210	230
Junior Typist Clerk	110	120	130	140	150	165	180	195	210	230
Junior Clerk	110	120	130	140	150	165	180	195	210	230

(Continued on Next Page)

JOINT RECOMMENDATIONS OF THE MERIT SYSTEM
ADVISORY COMMITTEE AND STATE DEPARTMENT
SOCIAL WELFARE, APPROVED BY THE STATE
SOCIAL WELFARE BOARD ON MARCH 20, 1947

1. The effective date of the compensation plan is to be the effective date of the budget and/or salary ordinance as adopted in each county included in the Merit System for the fiscal year 1947-48.
2. Each county included in the Merit System must adopt a five consecutive step compensation plan from among the ten salary steps proposed for each classification. The county must use the same corresponding five salary steps for all classifications in the county welfare department.
3. On the effective date of the compensation plan, each employee's salary must be at one of the established salary steps in the approved compensation plan.
4. The method of adjusting existing salaries to the new compensation plan is to be as follows on the effective date:
 - a. Each employee's salary may be adjusted to the nearest step of the new compensation plan which is next to the salary rate received by the employee immediately prior to the effective date of the compensation plan.
 - b. In no instance will the adjustment in salary rate exceed the equivalent of a two-step increase between the salary rate previously received and the salary rate to be received under the new compensation plan, including the granting of an annual salary increase.
5. No new appointments will be made at salary rates beyond the second step of the range without adequate justification in writing to the SDSW, including information in detail concerning the personal qualifications of the employees, the prevailing rate for that type of work in the county concerned, or any other information which justifies the appointment at a salary rate above the second salary step. Under no circumstances will new appointments be made beyond the third step of any salary range. This requirement will not apply in the case of promotions, transfers or reinstatements.
6. Specific amounts of bonus or percentage increases to compensate for increased cost of living will not be added to the compensation plan accepted by the individual county. If a bonus or percentage salary increase plan is in effect in a county, or if said amount is changed with respect to all county employees, the county welfare department may adjust its salary rates within the compensation plan to a rate which most nearly corresponds to the bonus or percentage increase granted to other county employees.
7. The classification title, "Public Assistance Supervisor Grade III," is to be changed to "Assistant County Welfare Director," on the effective date of the county salary ordinance for the fiscal year 1947-48.
8. The classifications of (1) "Property & Resources Investigator" and (2) "Addressograph & Graphotype Operator" are to be eliminated from the Merit System classification plan on the effective date of the county salary ordinance for the fiscal year 1947-48.
9. The previous recommendations of the Merit System Advisory Committee are withdrawn for the establishment of the classifications of Assistant County Welfare Director, Grades I and II.
10. The staff of the Personnel Division, State Department of Social Welfare will undertake a study in the immediate future to determine if the establishment of intermediate classifications in the bookkeeper, clerk, stenographer, and typist series of classes will more adequately meet the needs of the Merit System

MAIN OFFICE
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(14)

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WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
May 1, 1947

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

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JOHN T. MARTIN
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MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:


Attached are three copies of the following regulations made
by the State Department of Social Welfare.

BOARDING HOME MANUAL LETTER NO. 5

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

206:b5
Attachments
1947 MAY 2 AM 9 2
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Chas. H. H. H.
(Signature)

Director
(Title)

5/1/47
(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 2, 1947

FILED
In the office of the Secretary of State
of the State of California
MAY 2 - 1947
FRANK M. JORDAN, Secretary of State
By Charles F. Goring
Deputy

162

BOARDING HOME MANUAL LETTER NO. 5

Attached are pages 1 and 3 of Appendix Section VIII of the Boarding Home Manual (Revisions 6 and 7).

The Alameda City Health Department is no longer serving as an accredited agency. The Alameda County Welfare Commission now serves as the accredited agency for boarding homes for aged and children in Alameda County except in the area served by the Albany City Health Department.

The Monterey County Welfare Department is now the accredited agency for boarding homes for aged and children in Monterey County.

Pages 1 and 3 of the present roster should be removed and the attached pages inserted.

VIII ROSTER OF ACCREDITED AND INSPECTION AGENCIES

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
<u>ALAMEDA</u>			
County of Alameda (except the city below)	Alameda County Welfare Commission 420 Broadway Oakland, California	Accredited	Accredited
City of Albany	Albany City Health Dept. City Hall Albany, California	Accredited	Accredited
ALPINE	County Welfare Department Fredericksburg, California via Gardnerville, Nevada	Inspection	Inspection
AMADOR	County Welfare Department Court House Jackson, California	Inspection	Inspection
BUTTE	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
CALAVERAS	Department of Social Welfare Court House San Andreas, California	Inspection	Inspection
COLUSA	County Welfare Department Hall of Records Building Colusa, California	Inspection	Inspection
CONTRA COSTA	Social Service Department Court House Martinez, California	Accredited	Accredited
DEL NORTE	Department of Public Welfare Court House Crescent City, California	Accredited	Accredited
EL DORADO	Social Welfare Department Court House Placerville, California	Inspection	Inspection

(Section Continued on Next Page)

APPENDIX			VIII
VIII (Continued)			VIII
COUNTY	AGENCY	CHILDREN'S BOARDING HOMES	AGED BOARDING HOMES
MARIPOSA	Department of Social Welfare I.O.O.F. Building Mariposa, California	Inspection	Inspection
MENDOCINO	County Welfare Department Court House Ukiah, California	Accredited	Accredited
MERCED	Department of Public Welfare Social Welfare Building Court House Square Merced, California	Accredited	Accredited
MODOC	Department of Social Welfare Alturas, California	Accredited	Accredited
MONO	Department of Social Welfare Court House Bridgeport, California	Accredited	Accredited
MONTEREY	Monterey County Welfare Department Court House Salinas, California	Accredited	Accredited
NAPA	County Welfare Department Court House Napa, California	Accredited	Accredited
NEVADA	Nevada County Welfare Dept. Court House Nevada City, California	Accredited	Accredited
ORANGE	Department of Social Welfare Court House Annex Santa Ana, California	Accredited	Accredited
PLACER	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
PLUMAS	Plumas County Welfare Dept. Court House Quincy, California	Inspection	Inspection
RIVERSIDE	County Welfare Department 3855 Market Street Riverside, California	Accredited	Accredited

(Section Continued on Next Page)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 2, 1947

FILED

In the office of the Secretary of State
of the State of California

MAY 2 - 1947

FRANK M. JORDAN, Secretary of State

By Charles F. Goring
Deputy

164

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(Section Continued on Next Page)

APPENDIX		VIII	
VIII (Continued)			
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(Section Continued on Next Page)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

May 5, 1947

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

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MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

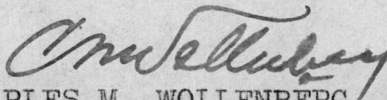
Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 104

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

RECEIVED
SACRAMENTO, CALIF.

1947 MAY 6 PM 1 18

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulation (or as
Regulations) of t

Dept of Social Welfare

(Name of State Agency)

W. M. Allenby

(Signature)

Director

(Title)

5/5/47

(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
May 2, 1947

FILED

in the office of the Secretary of State
of the State of California

MAY 7 - 1947

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

1297

MANUAL LETTER NO. 104

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators for the revised chapters. Revision numbers by chapters are as follows:

Income	Revision 52
Applications	Revisions 42 and 43
Investigation and Decision	Revisions 144 and 145
Continuing Services	Revisions 169 thru 172

These revisions were approved by the State Social Welfare Board on April 24, 1947.

Sec. 153-80 revises the previous policy as to apportionment by a male recipient of his OASI benefits to his wife. The section now contains the OASI definition of a wife eligible to file for OASI benefits.

Secs. 361-25 and 361-30 have been revised to include a statement of policy that Board of Supervisors' action is not necessary to release a suspended warrant.

Secs. 201-25 and 351-57 have been revised to clarify existing policies in regard to transfers from ANB to APSB and vice versa.

Sec. 235-85 has been revised to delete reference to payment of aid in ANC when there is a tuberculous person in the home in line with recent policy changes on this point. The last paragraph of the section has been reworded for clarity.

Sec. 235-80 has been deleted to conform to recent policy revision in TBF Classification.

Sec. 646-99 of the manual contains certain forms among which are the DFA 64 and DFA 64A. These forms have been revised and a supply sent to the counties. Forms DFA 64 and DFA 64A as shown in Sec. 646-99 of the manual should be disregarded. The DFA 64 alternate and DFA 64A alternate now in the manual have been discontinued.

153-80 (Continued)

153-80

When a male recipient is receiving OASI benefits, the apportionment to his wife shall not continue after she has reached the age of 65, at which time she becomes eligible by virtue of her husband's "primary benefit" to payments in her own right, provided:

1. She is the mother of a child of the recipient, or
2. She was married to the recipient at least 36 calendar months before the month in which she files application for benefits.

However, if the spouse files a claim for OASI benefits immediately when eligible to do so, apportionment may continue until the spouse receives an award. If the spouse refuses to file a claim apportionment shall not continue after the month in which she reaches her 65th birthday. If the wife does not qualify for benefits as provided above, the husband may continue to apportion up to one-half of his benefits to her.

When an ineligible spouse has community income from current earnings, or resulting from past employment (civil and military pensions, OASI, or regular payments received because of industrial or unemployment compensation laws etc.), he may retain an amount of such community income sufficient for the support of himself and/or minor children. After allowance is made for the needs of the ineligible spouse and minor children, the balance shall be allocated to the recipient. However, if the needs of the ineligible spouse and minor children amount to less than one-half of the net income, one-half of such income shall be allocated to the recipient.

When a serviceman's allowance is received by either of a couple, the ineligible spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his own support. (SEE SECS. 151-65, INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT, AND 151-30, DEFINITION OF EXEMPT INCOME IN APSB.)

(AGO NS5164, 5187; W&IC 2003, 2020, 2140, 2142.5, 3075, 3084, 3460, 3472)

153-70 INCOME FROM PRIVATE AGENCIES OR OTHER SOURCES
OAS, ANB, APSB, ANC

153-70

Income currently received from a private social agency or other source such as a fraternal or benevolent association or service club shall be verified prior to the granting of aid. The extent of future participation in the support of the applicant or recipient or the date when the present income will terminate shall be verified. (SEE SEC. 233-25, VERIFICATION OF INCOME.) Determination shall be made as to whether the income is regular fixed income or in ANC, small intermittent income, or in OAS, ANB and APSB, casual and inconsequential income. (W&IC 1560, 2140, 3044.5, 3075, 3460)

153-80 DIVISION OF INCOME WITH SPOUSE
OAS, ANB, APSB

153-80

The proper division of income with a spouse is subject to the following considerations:

First: Is the income separate or community? (SEE SECS. 152-00, 172-00)

Second: Is the income derived from earnings (either present or past) or from property (either real or personal)? (SEE SECS. 152-00, 152-20, 172-00)

Third: When the income is derived from earnings (present or past) is it due to the work of the recipient or of the ineligible spouse? (SEE SEC. 152-50)

When the recipient has community income from current earnings, or resulting from past employment (civil and military pensions, OASI, or regular payments received because of industrial or unemployment compensation laws, etc.), he may allocate to his spouse a portion of such income. The amount allocated shall not exceed one-half of the income, and it shall not exceed a reasonable amount necessary for the support of the spouse, as determined by investigation in each individual case. No allocation of such income may be made for the support of minor children. In APSB, no allocation shall be made to the spouse until the recipient has had his full maximum of \$800 (yearly) exempt income. (SEE SEC. 157-15, METHOD FOR DETERMINING AMOUNT OF GRANT IN APSB)

(Section Continued on Next Page)

201-20 RIGHT TO MAKE APPLICATION

201-20

OAS, ANB, APSB, ANC

Any person who believes that he meets the requirements of a specific category of aid has the right to apply for such aid and his application shall be received by the county. In ANC, this applies to the person who makes application for aid for the child. (SEE SEC. 201-00, DEFINITION OF APPLICATION.)

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the type of aid for which he will apply. (SEE SEC. 102-60, CHANGE FROM ONE FORM OF AID TO ANOTHER.) (W&IC 1560, 2140, 3075, 3460)

201-25 WHEN APPLICATION TO BE TAKEN

201-25

OAS, ANB, APSB, ANC

An application shall be taken on all requests for aid at the time of the first interview, (i.e. at the time that the applicant first makes known his need) unless definite ineligibility under the law is apparent, and the applicant is convinced of that fact and therefore does not desire to continue with the application.

When aid has been denied, or when it has been discontinued for a period of more than 12 months, a new application shall be completed with the following exceptions:

1. When an application has been denied erroneously; i.e., when the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or when the application was denied before all reasonable sources of information as to eligibility had been exhausted.

NOTE: When aid is granted on the same application that was denied erroneously, the board of supervisors shall formally rescind its previous denial. Formal notice of this action shall be sent to the SDSW. The Notice of Change form may be used for this purpose. The date of the original application will then govern the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID - NEW APPLICATIONS);

2. When aid is granted on appeal to the SSWB;
3. In OAS, when the board of supervisors rescinds its former denial action as the result of a hearing by the board of supervisors. (SEE SEC. 325-00, PROVISIONS OF W & I CODE REGARDING FAIR HEARING);

(Section Continued on Next Page)

**201-12 APPLICATION MADE BY AUTHORIZED REPRESENTATIVE
OAS**

201-12

An authorized representative who is making application for an OAS applicant shall present written evidence that he is the authorized representative. He shall complete the Application by Authorized Representative of the Applicant (Form Ag 200B) in triplicate. One copy shall be given to the representative as evidence that the application was made. The authorized representative shall not sign the application (Form Ag 200) unless he is the guardian of the person or of the estate. (SEE SEC. 201-10, PERSON MAKING APPLICATION.) (W&IC 2140, 2180; PROB. C 1405; AGO NS999)

The date on which the Application by Authorized Representative of Applicant (Form Ag 200B) is signed by the authorized representative shall be considered the date on which the application is filed. (W&IC 2140, 2183)

After receipt of an application filed by an authorized representative, the county shall call in the home of the applicant and secure the completed and signed application (Form Ag 200). An exact copy of the completed Forms Ag 200 and Ag 200B shall be given to the applicant. (W&IC 2140, 2180)

The original Form Ag 200B shall be attached to the original Form Ag 200. (SEE SEC. 250-05, REPORTING ACTION ON APPLICATION TO SDSW) (W&IC 2140)

**201-15 PERSON MAKING APPLICATION
ANC**

201-15

A parent, guardian, relative, or person in loco parentis may sign an application for a child or children. It is generally preferred that the person with whom the child is living sign the application.

However, when a child is in a boarding home or institution, the application shall be signed by the parent, guardian, or person responsible for the placement of the child.

When children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

(Section Continued on Next Page)

202-10 (Continued)

202-10

3. Pending applications;
4. Annual reinvestigations;
5. Transfers of cases to another county or from another county;
6. Completion of required period of county residence on non-county cases;
7. All requests for aid even though an application is not signed.

(SEE SEC. 201-00, DEFINITION OF APPLICATION.) (W&IC 1560, 2140, 3075, 3460)

202-15 SERVICES RENDERED BY COUNTY TO APPLICANTS
OAS, ANB, APSB, ANC

202-15

The county shall establish procedures and provide facilities necessary for the purpose of carrying out the provisions of the OAS, ANB, APSB, and ANC laws. To this end the county shall maintain facilities to:

1. Receive applications of persons who believe themselves eligible for assistance;
2. Provide information as to eligibility requirements and other provisions of the laws;
3. Assist applicants to complete the application blank and other necessary forms;
4. Assist applicants in need of such service to obtain proofs of eligibility;
5. Investigate applications promptly and diligently, establishing definite eligibility or ineligibility, unless the application is voluntarily withdrawn in the meantime;
6. Maintain the confidential nature of records;
7. Provide information as to availability of services by other agencies;
8. Render such other services as the individual or family may require.
(W&IC 1560, 2140, 3075, 3460)

201-25 (Continued)

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4. In ANC, when aid is requested for one or more of several children who have previously been approved for aid but whose aid has been discontinued for more than one year while other children in the family have remained on aid. In this instance, restoration of aid may be effected by means of a Notice of Change (Form CA 232). (SEE SEC. 245-00, RESTORATION OF AID);

Aid may be granted under ANB or APSB programs on an application taken in either program (ANB or APSB) except when aid has been denied or has been discontinued for 12 months or more. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB OR VICE VERSA.)

The application of a person whose grant of aid is being transferred from one county to another should be signed in the second county prior to the date aid begins, although aid will not be interrupted if such prior signature is not obtained. (SEE SECS. 122-50, REMOVAL FROM COUNTY OF RESIDENCE, 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY, AND 122-70, REMOVAL OF NON-COUNTY AID RECIPIENTS.) (W&IC 1560, 2140, 3075, 3083, 3460, 3471.5; AGO NS 891)

In ANC, when aid is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC, a new application shall be taken. For change of county residence between application for aid and the granting of aid for all children or for one or more children in the family group, see Sec. 232-40, Change of County Residence Prior to Granting of Aid.

In ANC, when application for aid is made for an additional child in a family group while aid for other children in the family is being transferred from one county to another, the application shall be taken by the second county. The second county shall complete the investigation and grant aid for the additional child on a non-county basis until the children acquire residence in the second county. (W&IC 1560)

202-10 COUNTY CARD FILES AND CONTROLS

202-10

OAS, ANB, APSB, ANC

The county shall maintain a permanent master card file of all persons who have made application for OAS, ANB, APSB, and ANC, with the county number assigned to each. Some method of registering such numbers shall likewise be maintained. Such other card files and controls as may be necessary shall be maintained in connection with:

1. Active cases currently receiving aid;
2. Cases in which an application has been signed but aid has been denied or discontinued or in which the application has been cancelled or withdrawn;

(Section Continued on Next Page)

235-85 (Continued)

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- b. Housing which allows adequate sleeping space, reasonable privacy and complies with sanitary and housing regulations.
 - c. Attendance at school during legal school age for every child who is capable of benefiting by formal education; and vocational training or an opportunity to obtain a higher education when indicated.
 - d. Normal recreational activities and participation in community life.
 - e. Proper supervision in the absence of the mother or caretaker.
- 2. Provisions for adequate health care. This includes routine physical examinations, preventive measures, correction of defects, hospital and out-patient service, periodic examinations of contacts with tuberculosis and other infectious diseases.
 - 3. For the child receiving foster care a boarding home meeting requirements for a licensed home, or equivalent standard if living with relatives.
 - 4. For the children receiving institutional care, the institution shall be one licensed by, or whose standard meets the approval of the SDSW.
 - 5. Case-work service which insures to each family and child the highest possible morale and security, and the best adjustment to family and community life, and which obtains for them the maximum benefit from community resources for their health, education, recreation and general welfare.

When children are living with a parent or parents and conditions in the home fail to meet the standard for adequate care, continued efforts shall be made by the county to raise the living standards to a satisfactory level. When the children, despite the county's efforts, continue to be neglected and to live under unsatisfactory conditions, aid shall not be denied or discontinued; but the children shall be referred to the Juvenile Court for whatever action is deemed necessary for their protection and welfare.

When children are receiving foster care, such boarding homes and institutions must meet the standards approved by the SDSW. (See Part A Sec. 158-30, Determination of the Amount of Grant for Children in Boarding Homes or Institutions.) (W&IC 1511, 1560)

235-70 VERIFICATION IN TUBERCULOUS FATHER CLASSIFICATION
ANC

235-70

Incapacity of a father due to tuberculosis (TBF) shall be established in accord with the policies and procedures set forth in Secs. 195-00, Classification of Child of Tuberculosis Father (TBF), and 195-05, Instructions for Completion of Report on Tuberculous Father (TBF), Form CA 242. The county case record shall clearly indicate that the father is not in fact gainfully employed or able to be gainfully employed in accordance with the provisions of Secs. 195-00 and 195-05. (W&IC 1500, 1560)

235-75 VERIFICATION OF INCAPACITATED FATHER CLASSIFICATION
ANC

235-75

Eligibility under the classification of child of incapacitated father (CIF) shall be established in accord with the policies and procedures set forth in Secs. 196-00, Classification of Child of Incapacitated Father (CIF), and 196-05, Instructions for Completion of Report on Incapacitated Father (CIF), Form CA 240. When there is any indication that the father is able to work or is working, there shall be a clear determination in the case record that the father is not in fact gainfully employed or able to be gainfully employed in accordance with the provisions of Secs. 196-00 and 196-05. (W&IC 1500, 1560)

235-85 STANDARDS OF ADEQUATE CARE IN ANC
ANC

235-85

The object and purpose of ANC is to keep children in their own homes wherever possible, and to provide the best substitute for their own homes for those children who must be given foster care. Counties are responsible for making available the individual services required for the general welfare of each family and child.

Adequate care for children implies a satisfactory standard of living. This includes:

1. An adequate budget which will insure:
 - a. Clothing and food of adequate quantity and quality, including special diets when ordered by a physician.

(Section Continued on Next Page)

351-57 (Continued)

351-57

5. If the request to change is approved, a Notice of Change (Form B1 232) should be submitted to the SDSW showing the action of the board of supervisors, discontinuance date under the one chapter, beginning date under the other chapter and the amount of aid recommended. (Form B1 239 will be sent to the recipient, but it is not necessary that a copy of this form be sent to the SDSW when a change in the type of aid is approved.) (SEE SEC. 362-30, REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE.)

The recipient need only be required to furnish information concerning those items which will require additional verification to determine his eligibility for the aid requested.

Verification of eligibility for a transfer from ANB to APSB, in addition to that already completed for ANB, must include the following:

1. Verification of residence in California for a period of 10 years immediately preceding the filing of the request for a change of aid; or Verification of evidence that the recipient became blind while a resident of California.
2. Verification of the recipient's plan for achieving self-support; and
3. Verification of income.

If a recipient of APSB requests a transfer to ANB, determination should be made of the existence of need in excess of the grant together with verification of income, if any.

In cases of transfer from ANB to APSB or vice versa payment of aid shall not antedate the first of the month in which board of supervisors' action is taken on the request for transfer.

If a reinvestigation is due at the time of the transfer from ANB to APSB, or vice versa, full information shall be secured and the Recipient's Affirmation of Eligibility (Form B1 206) should be completed by the recipient. (W&IC 3075, 3083.3, 3460, 3471.5)

(SEE SECS. 350-20, REINVESTIGATIONS, ANB, APSB LAW, 351-05, DATE OF REINVESTIGATION, 351-10, REQUIREMENTS OF REINVESTIGATION, 351-11, COMPLETION OF AFFIRMATION OF ELIGIBILITY, 351-12, HOME VISIT DURING REINVESTIGATION, 351-15, REINVESTIGATION OF REAL PROPERTY, 351-20, REINVESTIGATION OF PERSONAL PROPERTY, 351-25, REINVESTIGATION OF INCOME, 351-30, REINVESTIGATION OF RELATIVES, 351-35, REINVESTIGATION OF LIVING ARRANGEMENTS, 351-50, REINVESTIGATION OF BLINDNESS, 352-20, RECORDING OF REINVESTIGATION IN ANB AND APSB, 352-25, NOTIFICATION OF SDSW OF COMPLETION OF REINVESTIGATION.)

**351-50 REINVESTIGATION OF BLINDNESS
ANB, APSB**

351-50

In ANB and APSB, the degree of blindness of the recipient shall be re-determined annually by a physician skilled in diseases of the eye unless the State Ophthalmologist has advised a reexamination is not necessary. It is desirable, if possible, that reexamination be made by a physician who has not previously examined the recipient. (SEE SEC. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY.) (W&IC 3050, 3075, 3089, 3460)

**351-55 REDETERMINATION OF ELIGIBILITY UNDER ANB OR APSB PROGRAM
ANB, APSB**

351-55

When aid has been granted under the ANB or APSB program, the county shall redetermine annually whether the recipient shall for the ensuing year receive aid under the ANB or APSB program. (SEE SEC. 233-50, VERIFICATION OF PLAN FOR SELF-SUPPORT.) (W&IC 3075, 3083.5, 3460, 3473)

**351-57 TRANSFER PROCEDURE FROM ANB TO APSB, OR VICE VERSA
ANB, APSB**

351-57

When an application for ANB is granted, the recipient may transfer to APSB at any time. On the other hand, when an application for APSB is granted, a recipient is not eligible for ANB for a period of one year from the date of application for APSB. (W&IC 3075, 3083.5, 3460, 3473)

It is not necessary for the county to complete a new application or Certificate of Eligibility when a transfer from one chapter of Aid to the Blind to the other is effected. Subject to the restrictions included in the above paragraph, the recipient may indicate his desire to transfer from ANB to APSB, or vice versa. The request for transfer from one chapter to the other should be recorded in the county file. In order to eliminate an additional form, the following procedure shall be used.

1. A written or a signed request for a change from one program of Aid to the Blind to the other should be obtained from the recipient and appended to the original application.
2. After verification of the necessary items, a letter of recommendation should be written by the county welfare department for presentation to the board of supervisors for action.
3. Notification of the board of supervisors' action is to appear on this written recommendation which is to be retained in the county file.
4. If the request for change from one program of Aid to the Blind to the other is denied, Form B1 239 (Notification of the Action of the Board of Supervisors) should be forwarded to the recipient as notification of the action taken by the county board of supervisors; a copy of Form B1 239 should be forwarded to the SDSW. (SEE SECS. 250-00, DISPOSAL OF APPLICATIONS; 250-05, REPORTING ACTION ON APPLICATION TO SDSW; 250-10, REPORTING ACTION OF THE BOARD OF SUPERVISORS TO APPLICANT.)

(Section Continued on Next Page)

361-25 (Continued)

361-25

EXAMPLE: AN OAS APPLICATION WHICH WAS SIGNED ON JULY 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 15, AID TO START EFFECTIVE OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF W&IC SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1.

3. When an authorized award is in effect but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further action by the board of supervisors is necessary.

4. When a payment in a particular month is made for less than the authorized award for that month and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further action by the board of supervisors is necessary.

EXAMPLE: THE AUTHORIZED AWARD FOR A RECIPIENT OF ANB FOR JANUARY IS \$60. DUE TO AN ERROR, THE RECIPIENT WAS PAID \$40 FOR JANUARY. COUNTY SHALL PAY RECIPIENT ADDITIONAL \$20 DUE FOR JANUARY IN FEBRUARY OR NOT LATER THAN MARCH 31.

5. When an award has been made and remains in effect, but payment of aid is suspended as provided in Sec. 361-30, Suspension Procedure, and subsequently eligibility to the suspended warrants is established. Board of Supervisors' action is not required to release a suspended warrant. (SEE SEC. 361-30, SUSPENSION PROCEDURE.)

6. When a warrant is returned to the county auditor's office because of a change in the address of the recipient such warrant shall be transmitted to the recipient's new address as soon as possible in the current month or within the two subsequent months following that for which the warrant was issued. (SEE SEC. 610-20, TIME OF PAYMENT.)

7. When aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the current month or within the two subsequent months following that for which aid is granted.

8. When, in a transferred case, the second county fails to begin aid on the date due. To avoid interruption in receipt of aid the ~~second~~ county shall pay retroactive aid. (SEE SEC. 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)

9. When the board of supervisors rescinds and/or corrects its previous action. In these cases retroactive aid shall be paid under the following circumstances and limitations:

a. Rescission of denial action on an application (SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN). The rescinding action must be taken within one year from the date of the action which is being rescinded, and the date of the original application governs the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS.)

b. Rescission of an erroneous action discontinuing aid. The rescinding action must be taken within one year from the date of the action which is being rescinded.

(Section Continued on Next Page)

361-15 (Continued)

361-15

When the income for a given year can be determined only after the close of said yearly period an adjustment as indicated above shall be made as soon as administratively possible, but shall be effective not later than the second month following that in which the income exceeds the maximum allowed.

When income which should have been considered in determining the grant of aid is discovered too late to adjust the grant effective not later than the second month following that in which the income was received, the recipient shall be requested to reimburse the county from resources he may have other than the income including the grant to which he is currently eligible. The reimbursement requested shall not exceed the amount of aid paid to which the recipient was ineligible. (SEE SEC. 361-50, DISCONTINUANCE OF AID, AND SEC. 670-85, OVERPAYMENT CAUSED BY INCOME.)

The following rule determines the yearly periods, in each of which the exemption of income to the extent of \$800 a year is allowed:

The first one year period begins as of the first of the month in which payment of APSB begins (unless a yearly income period had previously been established) and includes such first month together with the eleven subsequent months. The next succeeding yearly period begins on the first day of the thirteenth month on aid and covers the thirteenth to twenty-fourth months, inclusive, etc. In any case in which aid has been discontinued for more than one year, the yearly income period begins with the first of the month in which APSB begins on reapplication. (SEE SEC. 210-00, REAPPLICATIONS, AND SEC. 200-25, WHEN APPLICATION SHOULD BE TAKEN.) (W&IC 3460, 3472)

361-20 RESTORATION

361-20

OAS, ANB, APSB, ANC

For principles and methods of restoring aid, including the use of the Notice of Change (Form Ag, Bl, CA 232), see Sec. 215-00, Restoration of Aid.

361-25 RETROACTIVE AID PAYMENTS BY COUNTY

361-25

OAS, ANB, APSB, ANC

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS) except that retroactive aid shall be paid by the county in the following types of situations (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS):

1. When retroactive aid is granted upon appeal to the SSWB (SEE SEC. 325-75, RETROACTIVE AID).
2. When retroactive initial payments are due because the investigation exceeded the period allowed by law for the particular category of aid as described in Sec. 611-70, Retroactive Initial Payments. The action of the board of supervisors may be an original action on the application (FOR EXAMPLES SEE SEC. 611-70, EXAMPLES C, D AND E), or it may be a subsequent action to correct the original action where it is found that the beginning date originally established was not in accord with the legal provisions.

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361-30 SUSPENSION PROCEDURE
OAS, ANB, APSB, ANC

361-30

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid. (W&IC 2220, 3078.5, 3460) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. An initial warrant may be suspended. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Action authorizing the suspension of aid shall be taken by the board of supervisors not later than the first meeting of the month following that for which delivery of a warrant is withheld. Exception: When the county welfare department establishes eligibility prior to the first board of supervisors' meeting of the month following that for which delivery of a warrant is withheld, the warrant may be released without the necessity of board action authorizing the suspension of aid, provided the warrant is delivered on or before the date of such board meeting.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the board of supervisors approved the suspension, and the progress made toward establishing eligibility.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.)

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form B1 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms B1 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

(Section Continued on Next Page)

361-25 (Continued)

361-25

10. When the SDSW concurs in a county recommendation that retroactive aid be paid. (SEE SEC. 325-42, STIPULATED APPEALS.)

Retroactive aid may be paid by the county when a payment was made in conformity with the authorized award and it is subsequently determined that the recipient was eligible to a larger grant, provided it is administratively possible to secure action of the board of supervisors and to deliver the warrant before the end of the second month following that in which the recipient was underpaid.

EXAMPLE A: AN OAS RECIPIENT RECEIVES \$45 IN OCTOBER, A \$10 DEDUCTION MADE BECAUSE OF A SON'S CONTRIBUTION. ON DECEMBER 5 THE COUNTY LEARNS THAT THE SON CEASED HIS CONTRIBUTION IN SEPTEMBER, AND THE RECIPIENT HAS HAD NO OTHER INCOME. HE WAS, THEREFORE, ELIGIBLE TO RECEIVE A GRANT OF \$55 FOR OCTOBER AND FOR NOVEMBER.

IF IT IS ADMINISTRATIVELY POSSIBLE, THE BOARD OF SUPERVISORS MAY GRANT RETROACTIVE AID DUE FOR OCTOBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN DECEMBER 31 AND FOR NOVEMBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN JANUARY 31.

EXAMPLE B: AN ANB RECIPIENT RECEIVED A GRANT OF \$35 IN MARCH. ON JUNE 21 THE COUNTY VERIFIED THAT INCOME FORMERLY RECEIVED CEASED IN MARCH AND THAT THE RECIPIENT WAS ENTITLED TO RECEIVE A GRANT OF \$65 FROM APRIL 1. THE BOARD OF SUPERVISORS DOES NOT MEET AGAIN UNTIL JULY 5. ON THAT DATE THE JULY GRANT IS INCREASED TO \$65 AND RETROACTIVE AID FOR MAY AND JUNE MAY BE GRANTED PROVIDED THE RETROACTIVE AID DUE FOR MAY CAN BE DELIVERED NOT LATER THAN THE LAST DAY OF JULY AND THE RETROACTIVE AID DUE FOR JUNE CAN BE DELIVERED NOT LATER THAN AUGUST 31. RETROACTIVE AID FOR APRIL MAY BE GRANTED ONLY UPON CONCURRENCE OF THE SDSW OR UPON APPEAL TO THE SSWB.

EXAMPLE C: ANC IN THE AMOUNT OF \$85 WAS PAID FOR JANUARY TO MEET THE BUDGETARY DEFICIENCY FOR A FAMILY OF MOTHER AND FOUR CHILDREN. ON FEBRUARY 10, COUNTY LEARNED THAT FAMILY HAD MOVED TO MORE ADEQUATE LIVING QUARTERS AND RENT FOR JANUARY INCREASED BY \$7. THE BOARD OF SUPERVISORS MAY GRANT \$7 RETROACTIVE AID FOR JANUARY PROVIDED SUCH ACTION IS TAKEN IN FEBRUARY OR MARCH AND THE WARRANT IS DELIVERED NOT LATER THAN MARCH 31.

(SEE SEC. 627-30, FEDERAL PARTICIPATION.) (W&IC 1552.5, 1560, 2140, 2220, 3075, 3078.5, 3460; AGO NS4670; FSS-ADMIN.)

361-30 (Continued)

361-30

When ineligibility to all of the suspended warrants and to current aid is established, the suspended warrant or warrants shall be canceled. A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW reporting discontinuance of aid effective the last day of the month preceding that for which the warrant or warrants are canceled. The Notice of Change shall also indicate which warrant or warrants are to be canceled. (SEE SECS. 361-50, DISCONTINUANCE OF AID AND 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT.)

When the ineligibility to one or more of the suspended warrants is established but there is current eligibility and the grant continues, the policies and procedures in Sec. 361-33, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension of Grant Procedure, shall be followed (SEE SECS. 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID AND 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT).

For procedure on claims on suspended aid payments, see Sec. 626-45, Claims on Suspended Aid Payments. (W&IC 1552.5, 1560, 2140, 2220, 3075, 3078, 3078.5, 3460)

361-33 CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE
OAS, ANB, APSB, ANC 361-33

When an authorized award is in effect but delivery of two or more warrants is withheld under the provisions of Sec. 361-30, Suspension Procedure, while investigation of a cloud on eligibility is made, it will sometimes be established that the recipient was ineligible to certain of the suspended warrants but eligible to the others. The warrant or warrants to which the recipient is found ineligible shall be canceled and such cancellations shall be reported to the SDSW in accordance with the provisions of Sec. 628-05, Reporting of Canceled Aid Warrants, covering claim reporting.

When aid continues, the cancellation of an interim suspended warrant does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not represent restoration. The Notice of Change (Form Ag, Bl, CA 232) showing board of supervisors' action shall be used to report to the SDSW the month or months for which the suspended payments was canceled together with the reason. Only those payments which are canceled under the circumstances described in this section shall be reported in this manner. (SEE SECS. 361-30, SUSPENSION PROCEDURE, 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID, 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT, 628-05, REPORTING OF CANCELED AID WARRANTS.) (W&IC 1560, 2140, 3075, 3460)

361-35 CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID
OAS, ANB, APSB, ANC

361-35

When it is found, during the suspension of aid, that the recipient was eligible for a lesser amount of aid than that for which the suspended warrant or warrants were issued, the original warrant and any other suspended warrants may be paid and a repayment sought from the recipient for the amount in excess of that to which he was eligible, or the original warrant and other subsequently

(Section Continued on Next Page)

361-30 (Continued)

361-30

investigation of the eligibility question which caused the suspended payment shall proceed promptly and with all diligence in order that eligibility for continued aid may be established at the earliest possible date. In such cases a notice shall be forwarded to the county auditor requesting that delivery of the warrant for the specified month be withheld. The specific reason why eligibility is questioned shall be recorded on the notification to the auditor, a copy of which shall be retained in the county case record.

Counties may devise their own form for notification to the county auditor. It may be advisable for such notification to be the same size as the warrant as this facilitates filing information regarding the dates of release with such warrants when they are returned to the auditor's office after having been cashed by the payee.

When investigation establishes eligibility, two copies of a notification prepared in triplicate, shall be forwarded to the county auditor requesting release of the warrant for the particular month. One copy shall be retained in the county file. A statement covering the results of the investigation which justified release of the warrant shall be included in the case record, either in the narrative or on the notification to the county auditor. Upon release of the suspended payment, the auditor shall indicate on the second copy the date of release of the warrant, sign it, and return it to the county welfare department where it shall be filed in the county case record. Board of supervisors' action is not required to release a suspended warrant. (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY.)

When factors beyond the control of the county delay the receipt of information necessary for a determination regarding eligibility, the warrant for the second month shall be issued but delivery withheld while investigation is continued. Such situations may be due to failure to receive replies from persons or agencies in another locality, to the physical condition of the recipient, etc. A notice shall be forwarded to the county auditor specifying the particular month for which delivery of the warrant is to be withheld and a copy of this retained in the county case record. When necessary, delivery of this warrant may be withheld beyond the month for which it is issued and further suspension action by the board of supervisors is not required. (SEE SEC. 361-25, ITEM 5)

In extreme cases, delivery of the warrant for the third month may also be withheld. When the investigation has not determined by the last day of the third month, that the recipient is eligible, the warrant for the third month, together with the warrants for the two previous months shall be canceled, and Notice of Change (Form Ag, Bl, CA 232) reporting discontinuance of aid, effective the last day of the month immediately preceding the first suspended payment shall be submitted to the SDSW. (SEE SEC. 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT)

When eligibility is established during the second or third month, the usual notification to the county auditor shall be forwarded in duplicate, requesting that the withheld warrants be released. The auditor shall return one copy to the county welfare department after indicating the particular warrants which were released and the date of release. In no case may the warrants be released later than the last day of the third month.

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